FREEDOM OF INFORMATION
AND
PRIVACY ACTS

SUBJECT: CUSTODIAL DETENTION

SECURITY INDEX

FILE NUMBER: 100-358086

SECTION : 22

FEDERAL BUREAU OF INVESTIGATION

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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: July 22, 1952

FROM :

SUBJECT: SECURITY INVESTIGATIONS,
SECURITY INDEX AND RELATED MATTERS
Bureau file

PURPOSE:

To recommend that the attached proposed SAC Letter be approved for dissemination to the field.

DETAILS:

The Internal Security-Espionage Conference, which was held at the Bureau on June 26 and 27, 1952, was attended by key personnel of twenty-two field offices and representatives from the Domestic Intelligence Division.

During the course of the Conference the following subjects were discussed. Thereafter, recommendations were made and the attached SAC Letter has been prepared in line with the recommendations.

I. SECURITY INDEX - VERIFICATION OF CHANGE OF ADDRESSES BY AUXILIARY OFFICES

It has been noted that there have been delays in certain instances by auxiliary offices in verifying information that a Security Index subject has changed residence and is residing within the territory covered by the auxiliary office. Until the change of address is verified the office of origin cannot be changed by the submission of Form FD128 and the Security Index cards are not maintained by the office in whose territory the subject presently resides.

In order to expedite the verifications it is recommended that a two-week deadline be placed on leads of this type.

II. SECURITY-TYPE CASE TRANSFERRED TO A NEW OFFICE OF ORIGIN BY FORM FD-128

The question was raised at the Conference regarding those instances when a new office of origin has received a case on transfer from the old office by Form FD-128 and no further investigation is contemplated in the new office as to the procedure for placing the matter in a closed status in the new office of origin. It was the decision of the Conference

that in such instances, when no additional investigation is contemplated in the new office of origin in security-type cases, that the case should be closed administratively after advising the Bureau by memorandum of the action being taken. The latter action is necessary in order to acquaint Bureau Supervisors with the status of the case in the new office of origin.

III. UNNECESSARY LEADS IN SECURITY MATTER CASES -

The Conference participated in considerable discussion concerning the question of unnecessary leads being set out for auxiliary offices, particularly in Security Matter - C cases in which the subjects are being considered for the Security Index. The Conference recommended that instructions be furnished the field pointing out that we must not lose sight of our objectives of the investigation in that type of case and that all leads be carefully checked to see that auxiliary offices are not being required to perform investigations unnecessarily. It is obvious, in view of the heavy volume of security-type work in the field, that we must afford this matter careful supervision to see that we are not wasting manpower effort on unnecessary investigations in auxiliary offices. This will in no way curtail the office of origin in requesting investigations by auxiliary offices when there is a definite reason to conduct the investigations either to reach the objectives of the investigations or to obtain data necessary under Bureau instructions.

IV. DOCUMENTATION IN REPORTS AND USE OF THUMBNAIL SKETCH FILES

The Conference pointed out that there is a possible misunderstanding in the field in regard to the extent of documentation necessary regarding the associates of a subject of an investigation and as to the types of security investigations in which complete documentation of information is necessary. The Conference felt that it would be desirable to encourage the establishment of thumbnail sketch files in each office reflecting the necessary information on individuals whose names frequently come up and that when such a thumbnail sketch is requested and received from other offices and the Bureau that this sketch be added to the office file for future reference, thus eliminating repeated requests from the same office for thumbnail sketches on the same individual or organization.

Although instructions in regard to documentation were set out in detail in No Number SAC Letter I, dated March 14, 1952, it is believed desirable that we reiterate and clarify the instructions on the points raised.

V. SECURITY INDEX SUBJECTS EMPLOYED IN KEY FACILITIES

Under present instructions, reports are submitted each six months on Security Index subjects employed in key facilities so designated by the Secretary of Defense. During the interim between reports, present instructions direct the field to place the case in a closed status. The Conference felt that it would be more desirable to carry these cases in a pending inactive status during the interim period in order that the case would be continually assigned to an Agent and the incoming material would be routed to the Agent for handling. Under the recommended procedure the cases would become reactivated periodically for the preparation of the six-months' reports.

It is believed that the recommended procedure would afford these important cases closer supervision.

ACTION:

In view of the recommendations of the Internal Security-Espionage Conference, there is attached herewith a proposed SAC Letter for your approval.

July 25, 1952

ADDENDUM:

On July 25, 1952, the Executives' Conference, consisting of Messrs. considered the proposed SAC Letter which is attached and unanimously recommended its approval.

AHB:tlc

1305

SAC, Louisville

August 12, 1952

Director, FBI

DELINQUENCY IN SECURITY INVESTIGATIONS

Reference July 11, 1952.

Your administrative report for July reflects that you reduced the number of pending cases matters in the 120 classification from 63 to 61. The number of cases matters in this classification has reduced from 65 to 53 or from 62% to 52%.

Your progress in this matter is appreciated. Please continue your efforts to bring the [illegible] in your office to a current status. The Bureau will continue to closely follow your progress in this matter.

RECORDED

AUG 15 1952

LGD:mjt

NI GEN 1000 CERTIFIED COPY

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR DATE: August 8, 1952

FROM :

SUBJECT: SECURITY INDEX

PURPOSE:

To advise you of the total cards in the Security Index.

DETAILS:

The following is a report on the increase in the Security Index since the last count was furnished to you on July 11, 1952.

Week of	New Cards Added	Cards Cancelled	Net Increase
July 12-18	70	18	52
July 19-25	80	23	57
July 26-August 1	50	19	31
August 2-8	65	34	31
	265	94	171

The Security Index count as of today is 19,060.

For your information, during the preceding four-week period 251 cards were added and 92 cards were cancelled, a net increase during the period of 159 cards.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: August 5, 1952

FROM :

SUBJECT: SECURITY INDEX -

PURPOSE:

To inform you of a request of the Chicago Division for authority to use two forms in connection with the maintenance of the Security Index in that office and of my recommendation.

BACKGROUND:

Attached hereto is a letter from the Chicago Office dated July 11, 1952, enclosing samples of two forms devised for use in connection with handling Security Index cases. The first is a two page form which is to be submitted by Agents working Security Index cases and is designed to place on record items of information concerning new Security Index subjects. This form parallels the intended use of Form FD-186. It is not believed that the form should be adopted but that certain changes can be made on Form FD-186 as a result of the Chicago letter which will be of assistance to the Field.

The second form is one to be utilized by the Field Supervisor in assigning cases of subjects employed in Key Facilities for investigation to be conducted at six-month intervals. This form was prompted by the fact that such cases have in the past been placed in a closed status and followed by administrative tickler. As you know we have instructions in preparation for the Field which changes the status of these cases to that of remaining in a pending inactive assigned status. These new instructions will obviate the use of the form devised by Chicago.

ACTION:

If you agree, Chicago is being informed in the attached letter that the two forms are not being approved but that Form FD-186 is being changed to further assist

the Field in handling new Security Index cases.

There is attached hereto a typed copy of Form FD-186 containing the suggested changes. This memorandum and the attached typed copy of Form FD-186 should be submitted to the Training and Inspection Division for approval. If approved, Form FD-186 should be revised as indicated and should be utilized by the Field after the present supply of such forms has been consumed.

8-5-52

FD-186

TO: DATE:

FROM:

SUBJECT:

FILE NO:

Section 870, 7b(5), Manual of Instructions, directs that the description and photograph should be placed on the reverse side of the Security Index Card. In regard to the photograph, the most recent one should be used if there is a choice. A review of the subject's file reflects there is - is not - a photograph of the above-named captioned subject available for placing with the Security Index Card. (If more than one photograph is available, the Agent handling the investigation should indicate the photograph to be used.)

A review of the subject's file also reflects the following to be the most complete and current description of the subject, which description should be placed on the reverse side of the Security Index Card at the time it is made up:

(1) Name and Aliases:

(2) Sex:

(3) Race:

(4) Age:

(5) Residence:

(6) Height:

(7) Weight:

(8) Build:

(9) Hair:

(10) Eyes:

(11) Complexion:

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1307
8-5-52

(12) Scars and Marks:

(13) Peculiarities:

(14) Occupation:

(15) Marital Status:

(16) Immediate Relatives (including the number of minor children):

(17) Nationality:

(18) Country of Birth:

(19) Fingerprint Classification:

(20) FBI or Police Number:

(21) Criminal Record, showing sources:

(22) Social Security Number:

(23) Seamen's Certificate Number:

Check following where applicable:

Subject should be tabbed for Detcom ( ), Comcab ( ).

( ) The subject is exceedingly dangerous. The following statement should be added to the reverse side of Geographical Card:

8-5-52

DATE:

TO:

FROM:

SUBJECT:

FILE NO:

Section 87C, 3b(4), Manual of Instructions, directed the description and photograph should be placed on the reverse side of the Security Index Card. In regard to the photograph, the most recent one should be used if there is a choice. A review of the subject's file reflects there is - is not - a photograph of the above-named captioned subject available for placing with the Security Index Card. (If more than one photograph is available, the Agent handling the investigation should indicate the photograph to be used.)

A review of the subject's file also reflects the following to be the most complete and current description of the subject, which description should be placed on the reverse side of the Security Index card at the time it is made up:

(1) Name and Aliases:

(2) Sex:

(3) Race:

(4) Age:

(5) Residence:

(6) Height:

(7) Weight:

(8) Build:

(9) Hair:

(10) Eyes:

(11) Complexion:

1307
6-5-52

(12) Scars and Marks:

(13) Peculiarities:

(14) Occupation:

(15) Marital Status:

(16) Immediate Relatives (including the number of minor children):

(17) Nationality:

(18) Country of Birth:

(19) Fingerprint Classification:

(20) FBI or Police Number:

(21) Criminal Record, showing sources:

(22) Social Security Number:

(23) Seamen's Certificate Number:

Check following:

Should subject be tabbed for Detcom ( ), Comsab ( ).

SAC, Chicago ( ) August 5, 1952

Director, FBI ( )

SECURITY INDEX

Your letter dated July 11, 1952, enclosing samples of two forms devised in your office for use in connection with the maintenance of the Security Index.

It is noted that the first of these forms, which is a two-page form, duplicates the content of Form FD-186. It is pointed out that Form FD-186 was intended to be used in the offices for the purpose of compiling information to be posted on Security Index cards. The instructions for use of this form were contained in SAC Letter Number 85, dated March 10, 1951.

The Bureau does not feel that use of the form recently devised by you is warranted. You will note that Form FD-186, if properly used, has less most of the items contained in the form devised by you. However, as a result of your action the Bureau is contemplating a revision of FD-186 to include an item calling for the inclusion on the form of a statement reflecting the subject as being exceedingly dangerous which statement is to be posted on the reverse side of the Geographical Security Index cards. This revised form will not be issued until the present supply has been exhausted. In the meantime, if you desire to add this item to the forms now in your office you may do so.

The second form enclosed with your letter is devised to be utilized in connection with the assignment of cases on Security Index subjects who are employed in key facilities for the six-month investigative reports. Heretofore, these cases have been placed in a closed status during the period between semi-annual reports. The Bureau is presently revising instructions for the field changing the status of these cases to that of remaining in an active pending inactive status at all times. This will obviate the need for the second form referred to in your letter.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: August 18, 1952

TO :

FROM :

SUBJECT: SECURITY INDEX - PREPARATION OF SUMMARY REPORTS

PURPOSE:

To advise you of the progress made by the Field in submitting summary reports on Security Index subjects.

BACKGROUND:

Each office is required to submit a quarterly status letter in connection with the project of preparing summary reports reflecting the progress made in submission of these reports. These status letters include statistics on all Security Index subjects who are not employed in Key Facilities or are not Key Figures. Summary reports on Key Facility employees were to be submitted at the time that the regularly scheduled six-month reports were due in each case. Summaries on Key Figures are being deferred until after summaries are prepared on all other Security Index subjects.

My first status memorandum to you dated May 21, 1952, reflected the progress of the Field in this project as of April 1, 1952. At that time the Field reported 14,606 Non-Key Facility and Non-Key Figure cases in which summary reports have been scheduled for preparation. At that time the Field reported that 1,196 summaries had been submitted. This was approximately 8.2% of the reports in such cases.

The letters received from the Field recording the status of this project as of July 1, 1952, reflect a total of 14,643 Non-Key Facility and Non-Key Figure cases in which summary reports have been scheduled for preparation. This figure differs slightly from that of April 1, 1952, due to the fact that there are changes in the categories of cases in the Field where Security Index subjects are deleted as Key Figures or become no longer associated with Key Facilities. As of July 1, 1952, the

Field reported that 2,071 summaries had been submitted. This is approximately 14% of the cases in the Non-Key Facility and Non-Key Figure categories.

During the three-month period between April 1 and July 1, 1952, 875 summaries were submitted. The Field reduced its backlog of summaries in the Non-Key Facility and Non-Key Figure categories by 6%.

As of April 1, 1952, 4 offices reported that the project was completed. As of July 1, 1952, 6 offices had completed the project. These are offices having a very small number of Security Index cases. The majority of the offices anticipate completion of the project by the end of 1952 or the forepart of 1953. These estimates, of course, are dependent upon manpower which is made available to the project in the future.

We will follow the offices who do not appear to be making satisfactory progress in this matter and who have not furnished adequate reason therefor.

Attached for your information is a breakdown of the status of the project in each office as of July 1, 1952.

ACTION:

None. Submitted for your information.

STATUS OF

SECURITY INDEX -
SUMMARY REPORT PROJECT

As of July 1, 1952

Security Index cases on other than Key Facility and Key Figure Subjects

Office	Number of Summaries Scheduled for Preparation	Number of Summaries Submitted as of July 1, 1952	Number of Summaries to be Prepared	Percentage Completed
Albany	156	10	146	6%
Albuquerque	34	34	0	100%
Anchorage	32	13	19	41%
Atlanta	11	3	8	27%
Baltimore	242	19	223	8%
Birmingham	10	10	0	100%
Boston	371	45	326	12%
Buffalo	190	22	168	12%
Butte	52	36	16	69%
Charlotte	45	22	23	49%
Chicago	848	116	732	14%
Cincinnati	128	32	96	25%
Cleveland	363	121	242	33%
Dallas	36	31	5	86%
Denver	143	35	108	24%
Detroit	629	18	611	3%
El Paso	13	9	4	69%
Honolulu	92	18	74	20%
Houston	58	21	37	36%
Indianapolis	76	8	68	11%
Kansas City	35	18	17	51%
Knoxville	5	5	0	100%
Little Rock	5	0	5	0%
Los Angeles	2,074	166	1,908	8%
Louisville	29	11	18	38%
Memphis	9	6	3	67%
Miami	103	68	35	66%
Milwaukee	226	82	144	36%
Minneapolis	398	105	293	26%
Mobile	6	6	0	100%
Newark	444	49	395	11%

Office	Number of Summaries Scheduled for Preparation	Number of Summaries Submitted as of July 1, 1952	Number of Summaries to be Prepared	Percentage Completed
New Haven	388	35	353	9%
New Orleans	51	18	33	35%
New York	2,957	160	2,797	5%
Norfolk	15	15	0	100%
Oklahoma City	47	47	0	100%
Omaha	39	15	24	38%
Philadelphia	717	48	669	7%
Phoenix	94	36	58	38%
Pittsburgh	195	47	148	24%
Portland	159	80	79	50%
Richmond	18	14	4	78%
Saint Louis	156	0	156	0%
Salt Lake City	40	35	5	88%
San Antonio	11	7	4	64%
San Diego	87	21	66	24%
San Francisco	1,668	137	1,531	8%
San Juan	285	113	172	40%
Savannah	3	2	1	67%
Seattle	555	27	528	5%
Springfield	79	29	50	37%
Washington Field	216	46	170	21%
Total	14,643	2,071	12,572	14%

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STANDARD FORM NO. 64

1309

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: August 12, 1952

FROM :

SUBJECT: DELINQUENCY IN SECURITY INVESTIGATIONS

PURPOSE:

To advise you of the progress made by the field during the months of April, May, June and July in reducing the backlog of work and delinquency in the security field.

BACKGROUND:

Since December 1951 we have been closely following the progress of the 12 larger offices having between 70% and 80% of the total pending active matters in the field in classifications 65, 100 and 105 to determine if headway is being made in the handling of security work. Monthly letters have been sent to the 12 offices encouraging those offices that are making progress and forcefully pointing out deficiencies to those offices who have made no progress. By SAC Letter Number 27, dated March 15, 1952, we pointed out the absolute necessity of reducing the backlog of work and delinquency in the security field and issued specific instructions as a guidance to all offices to bring their security work into line. Progress of all offices has been followed during March, April, May, June and July, letters being sent to those offices who are not making progress in this matter.

Progress of the Eleven Larger Offices
(New York Office Handled Separately)

The progress of the 11 larger offices has been analyzed. The New York Office is being considered separately hereinafter. Although the backlog of pending active matters in classifications 65, 100 and 105 remains high, the 11 offices as a whole made some progress in this matter during the months of April, May, June and July, 1952. The following figures illustrate the progress as reflected from an analysis of the March, April, May, June and July administrative reports.

Date	Pending Active Matters (65 - 100 - 105)	Delinquent Matters	Percentage Delinquent
3-31-52	15,144	10,347	68.3%
4-30-52	14,978	9,628	64.3%
5-31-52	14,246	9,008	63.2%
6-30-52	14,157	9,103	64.3%
7-31-52	13,117	7,965	60.7%

The major portion of the work is in classification 100 matters, in which classification the delinquency is the highest.

During April, 5 of the 11 offices were able to reduce the pending backlog in classifications 65, 100 and 105 and 8 offices reduced the delinquency. Progressive gains were made by Los Angeles, San Francisco, Cleveland and Philadelphia. During May, 9 of the 11 offices reduced their pending backlog in those classifications and 6 offices reduced their delinquency. Progressive gains were made by Los Angeles, Cleveland and Philadelphia. During June, 5 of the 11 offices showed some progress in reducing their pending backlog and 2 offices reduced their delinquency. None of the offices made progressive gains during the month. During July, 3 offices substantially reduced their pending backlog and one office reduced its delinquency. Three offices, Boston, Chicago and Philadelphia reduced their backlog and delinquency.

Observations:

As will be noted above, in the four-month period during which we have been closely following this matter the 11 offices have reduced their pending backlog in these classifications by 2,027 cases or 13.4%. This has been accomplished in spite of the heavy responsibilities placed on these offices in preparing summary reports in all Security Index cases.

It should be noted that during July the eleven offices reduced the number of pending active

matters in the three classifications by 1,040 or by 7.3%. The delinquency was reduced by 3.6%. This reduction in backlog is no doubt due in part to instructions issued in SAC Letter Number 65 (3) dated July 8, 1952, which instructed the field to review all pending active security matter cases and administratively close all such cases which do not come within the standards for instituting such investigations. The end result of this review is probably not reflected in the administrative reports for July due to the fact that some of the offices had not completed the review by the time their administrative reports were submitted. The August administrative reports will probably reflect a further reduction in the backlog due in part to the reviews conducted. Any such reduction in the backlog will favorably effect a future reduction in the delinquency of these cases.

Although the delinquencies remain high and the backlog heavy, there is a continued favorable trend. It appears that with continued close guidance from the Bureau these offices will be able to work out from under this heavy burden.

Progress of Forty Field Offices
(Twelve Larger Offices Excluded)

After reviewing the administrative reports for the months of March, April, May, June and July, letters have been directed to the offices not making progress in this matter. After the review of the March 1952 administrative reports letters were directed to 18 field offices. A review of the April 1952 administrative reports prompted letters to 13 field offices. Letters have been transmitted to 15 offices as a result of the administrative reports for May and to 12 of the offices on the June administrative reports. Letters have been submitted to 7 of the offices on the July administrative reports.

Twenty-seven of the 40 offices were able to reduce the total pending active matters in classifications 65, 100 and 105 during April 1952. Twenty-nine of the 40 offices reduced their total pending active matters in these classifications during May. During June, 19 of these offices reduced their total pending active matters in these classifications. During July, 29 of the offices effected a reduction in the number

of these cases.

The major portion of the security work in the 40 offices is in classification 100, in which classification 26 of the 40 offices were able to make a reduction in their delinquency during April. During May, 18 of the offices reduced their delinquency in this classification. In June, 17 such offices reduced their delinquency in this classification. In July, 24 offices reduced their delinquency in this classification.

The following figures illustrate the progress of the 40 offices as reflected from an analysis of the March, April, May, June and July, 1952, administrative reports:

Date	Pending Active Matters (65- 100 - 105)	Delinquent Matters	Percentage Delinquent
3-31-52	9,421	5,011	53.2%
4-30-52	9,138	4,355	47.7%
5-31-52	8,724	3,990	45.7%
6-30-52	8,417	3,842	45.6%
7-31-52	7,776	3,156	40.6%

Observations:

During July the 40 offices reduced the number of security cases by 641 or 7.6 . The delinquency was reduced by 5%. Since March 31, 1952, in a period of four months these offices have reduced the number of cases in these classifications by 1,645 or 17%. During this period the delinquency has declined 12.6%. The largest decline in both backlog and delinquency was in July. Again, this is no doubt due to the administrative closing of several cases in accordance with instructions in SAC Letter Number 65 (B). Through continued guidance and close following of these offices it is believed that these 40 offices will continue to reflect progress in this matter.

Progress of the New York Office

The problems facing the New York Office are the Bureau's biggest problems in the security field. Estimates of Communist Party membership in the area covered by the New York Office have been approximately 50% of the total field estimates for Communist Party membership. On March 31, 1952, the New York Office estimated the Communist Party membership in New York to be 12,108. As of July 15, 1952, New York had 3,472 Security Index subjects.

The New York Office has 29% of all pending active matters in the field in classifications 65, 100 and 105 and approximately 41% of all delinquent matters in those categories.

The following statistics were taken from the New York administrative reports for March, April, May, June and July, 1952:

Classification 65:

	Total Pending Active Matters	Pending Active Matters Unassigned	Delinquent Matters	Percentage Delinquent
March	296	3	121	41%
April	307	2	127	41%
May	298	2	160	53%
June	293	2	150	51%
July	291	2	189	65%

Classification 100:

	Total Pending Active Matters	Pending Active Matters Unassigned	Delinquent Matters	Percentage Delinquent
March	6,914	3,837	6,056	88%
April	7,548	4,280	6,233	83%
May	7,882	4,505	6,812	86%
June	7,990	4,427	6,935	87%
July	7,644	4,106	7,013	92%

Classification 105:

	Total Pending Active Matters	Pending Active Matters Unassigned	Delinquent Matters	Percentage Delinquent
March	614	119	371	60%
April	622	117	380	61%
May	651	126	409	63%
June	693	124	455	66%
July	707	126	490	69%

Observations:

The number of pending active matters in the 100 classification at New York was 6,293 on October 31, 1951. The general trend was upward until June at which time the number was 7,990, of which 4,427 were unassigned. During July the number of such cases was reduced to 7,644 with 4,106 unassigned.

In this connection a survey was conducted by Bureau representatives of the security work in the

New York Office during which 1,000 pending active unassigned security cases were reviewed. New York was instructed to review the remainder of their pending active unassigned cases with a view to closing administratively those cases which do not fall within the Bureau's standards. New York was instructed to set up another Section for the purpose of separating the work in the office on security matter cases and Loyalty of Government Employees investigations. They are now in the process of making this division.

New York has advised that the review of approximately 3,000 pending active unassigned cases have been completed and cases which could be closed administratively or by letter have been closed. Other types of cases covered in the Bureau's instructions are receiving attention. New York anticipates that the entire project will be completed by August 22, 1952, and a complete analysis as requested by the Bureau will be submitted shortly thereafter.

ACTION:

We will continue to analyze the progress of security work in all offices and follow them concerning their backlog and delinquency. You will be informed of the progress of the field as reflected in the July administrative reports.

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: July 30, 1952

FROM :

SUBJECT: SUGGESTION #335-52
FORMS FD-128 and FD-122

PURPOSE:

To recommend against the adoption of this suggestion.

BACKGROUND:

Form FD-122 is the form utilized in (1) recommending a subject for the Security Index and (2) changing data appearing on the Security Index cards.

Form FD-128 is utilized to change the office of origin in all security-type cases including those in the Security Index as well as those not in the Security Index.

Prior to the adoption of the present procedure of preparing Security Index cards on the IBM machine and the maintenance of the entire Security Index by the use of that machine, Security Index cards were prepared manually in the Field and at the Bureau. This procedure resulted in numerous detailed discrepancies in the content of the Security Index cards at the Bureau and in the field offices.

One of the basic reasons for instituting the present procedure was to eliminate as far as possible such errors. It is fundamental that the files reflect all action taken concerning a case. If Forms FD-128 are not recorded and are destroyed the files of Security Index subjects will in many instances not reflect the present whereabouts of the subjects or other pertinent data obtained through investigation. Forms FD-128 must be permanently retained in the files to reflect the changes of office of origin and the transmittal of pertinent serials to the new office of origin.

These forms are the key administrative aids to proper maintenance of our Security Index. If they are not recorded in the files we will not have a record of the action which has been taken in the Field and at the Bureau regarding the maintenance of Security Index cards in each case. Our experience has shown that with these forms as a permanent record of action taken we have been able to maintain detailed continuous control of the Security Index. The importance of this phase of our operations in the security field cannot be overemphasized. We must assure ourselves that the Security Index is maintained as accurately as possible.

While it is recognized that a considerable amount of money is expended by recording these items it should be borne in mind that this is but a small proportion of the funds we necessarily expend in the security phase of the Bureau's work. Proper maintenance of the Security Index is the key to our final success in the security field. Forms FD-128 and FD-122 should be made a permanent record in each file if we are to maintain control of the case.

RECOMMENDATION:

In view of the above it is strongly recommended that this suggestion not be adopted.

ACTION:

If you agree, this memorandum and the attached suggestion should be transmitted to the Training and Inspection Division.

1310

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: 7/22/52

FROM :

SUBJECT: FORM FD-128 AND FD-122

in the Records Section, has suggested that the Bureau consider discontinuing the recording and filing of the above mentioned forms. Her idea preferably is to utilize the forms for posting purposes to the Security Index after which they can be destroyed.

As you know, both of these forms were drawn up by the Security Division initially to assist in the creation of the Security Index and are also prepared for the purpose of keeping these cards current. Thus, it would appear that once the pertinent data had been extracted and posted to the Security Index, further recording and filing of the form would be unnecessary.

In an effort to determine costs involved, a check on the daily volume of the forms received at the Bureau revealed that the receipts total approximately 84 such submissions per day. This prorated over a yearly basis would amount to approximately 21,000 letters per year. With 18,000 individual names now in the Security Index, the above figure represents a daily average of a little better than one form per year for each name. According to the latest cost survey figures a "recorded letter" in the Records Section costs 68¢. Applying this individual cost to 21,000 items, the result is approximately $14,280 per year to process these items completely through the Records Section. Projecting this cost further to the abstract preparation in the field an additional 3¢ per letter can be added which will amount to a cost of approximately $630 per year. The total tangible savings that can be computed would, therefore, amount to approximately $14,910 per year by not filing these letters after they have served their purpose. Thus, the preparation of first the abstracts in the field for each, second the processing at the Bureau and third the filing in the respective case files if discontinued, would amount to a considerable savings.

ENC 1

Memo to 7-22-52
Re: Form FD-128 and FD-122

It is believed in connection with the above, however, that the Security Section of the Domestic Intelligence Division should have an opportunity to view this suggestion before positive steps are taken regarding its adoption as there may be strong requirements for the maintenance of such a record on a permanent basis.

RECOMMENDATION:

(1) No recommendation is being submitted regarding the adoption of this suggestion until the Security Division has had ample opportunity to consider the merits thereof.

(2) That the suggestion be referred to the Training and Inspection Division for consideration and possible discussion with the Security Section of the Domestic Intelligence Division.

(3) [illegible] submitted this idea to her Agent Supervisor while discussing other matters. Thus, it is believed that a formal acknowledgment is unnecessary unless the suggestion is given favorable consideration.

#33512

ENC -2-

13

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: August 15, 1952

FROM :

SUBJECT: SECURITY INDEX

PURPOSE:

To advise you of the total cards in the Security Index.

DETAILS:

During the past week 65 new cards were added to the Security Index and 24 cards were cancelled, a net increase of 41 cards.

The Security Index count as of today is 19,101.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: August 21, 1952

TO :

FROM :

SUBJECT:

When I advised the Director today on the telephone that had stated he desired to have a conference on the review of the security index matter, the Director instructed that be advised that who specializes in this matter will represent the Bureau. This I have done.

The Director further instructed that be advised that he is to stand firm by memoranda which the Bureau has sent to the Department; that there is nothing we can contribute in the conference which has not been set forth in memoranda and that is not to waver on the Bureau position. The Director stated that definitely we should stay in line; that there should not be two sets of standards, there should be one set of standards approved by the Department.

Secondly, the Director was not content to permit only some 1800 security index subject files to be reviewed, but insisted that each security index file be individually reviewed by the Department and the Director would accept nothing short of this.

UNRECORDED
8-22-52

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: August 22, 1952

FROM :

SUBJECT: SECURITY INDEX -

PURPOSE:

To advise you of the total cards in the Security Index.

DETAILS:

During the past week 77 new cards were added to the Security Index and 32 cards were cancelled, a net increase of 45 cards.

The Security Index count as of today is 19,146.

1313

list

Assistant Attorney General [redacted]
Criminal Division

August 26, 1952

Director, FBI

SECURITY INDEX LIST

There is attached hereto a current list of the names of the individuals maintained in the Security Index. This list is subdivided alphabetically under the field offices of this Bureau covering the residences of the individuals listed.

It is requested that this list be given utmost security.

Attachment

NOTE ON YELLOW ONLY:

Espionage Section of the Special Section not included.

[redacted]

8-27-52
Delivered personally to Mr. Whearties office. Old list secured & destroyed. PHC

RECORDED [redacted]

AUG 27 1952

SECURITY INFORMATION - [redacted]

PHC

list 1374

SAC, Omaha

August 26, 1952

Director, FBI

PERSONAL AND CONFIDENTIAL
REGISTERED MAIL
AIR MAIL OR SPECIAL DELIVERY
RETURN RECEIPT REQUESTED

SECURITY INDEX

ReBulet dated December 29, 1950.

There is enclosed herewith a sealed package containing a new Security Index list of all subjects maintained in the general and Special Sections of the Security Index.

This package should be maintained in your office safe in accordance with instructions in referenced memorandum. This new list replaces the list in your possession. It is your personal responsibility to see that the old list is destroyed by burning.

The Bureau should be advised of your receipt of the attached list and the destruction of the old list.

RECORDED - 38 [redacted]

Enclosure 497171

[redacted] EX-141

INDEXED - 119

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: August 29, 1952

TO :

FROM :

SUBJECT: SECURITY INDEX

PURPOSE:

To advise you of the total cards in the Security Index.

DETAILS:

During the past week 63 new cards were added to the Security Index and 17 cards were cancelled, a net increase of 46 cards.

The Security Index count as of today is 19,192.

1316

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: August 28, 1952

FROM : SAC, Pittsburgh

SUBJECT: SUGGESTION RE SECURITY INDEX

There is attached hereto a suggestion regarding the Security Index which was made by , clerk, which the Bureau may desire to consider under the Suggestion Program.

1317

NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : SAC DATE: August 27, 1952

FROM : , Clerk

SUBJECT: SUGGESTION RE SECURITY INDEX-

The following suggestion is being submitted for consideration under the Suggestion Program.

SAC Letter No. 2, Series 1951, dated January 4, 1951, Section E outlines the present procedure of typing a complete description and affixing a photograph, where available, on the back of the Security Index card to be filed in the Geographical Section.

The suggestion is being made that the descriptive form as taken from FD-186 (which form is used in compiling the descriptive data to be typed on the Security Index card) be printed on a 5 x 8 card by the Bureau, leaving a space for the stapling or taping of subject's photograph. This card, after being filled out, will be stapled to the back of the Security Index card to be filed in the Geographical Section. Thereafter when changes are made on the front of the Security Index card and a new Security Index card is received from the Bureau, the card containing the description and the photograph would merely be restapled to the new Security Index card, completely eliminating the process of retyping the description on the new card and minimizing the possibility of errors in the description and also preserving the photograph, which becomes mutilated from constant restapling or retaping to a new card. It will be noted that the Pittsburgh Office alone has 385 Security Index subjects and receives approximately 10-15 new and corrected Security Index cards a week on which, under the present procedure, the complete description must be typed and photograph stapled and it is believed that the above-suggested procedure would save considerable clerical time. The above will also insure uniformity in all offices and uniformity in description in the transfer of Security Index cards to new offices of origin.

It is also suggested, as an alternative, that the proper headings as taken from Form FD-186 be printed on the reverse side of the Security Index card by the Bureau. When the Security Index cards are then received in the Field Office it would only be necessary to fill in the descriptive data, thereby resulting in a saving of about half of the time required to type the headings and the description on the card.

If neither of the above suggestions is approved the Bureau is requested to authorize the Pittsburgh Office to prepare its own form in line with the suggestion above, i.e., stencil the descriptive headings from FD-186 on to the back of 5x8 cards which will be stapled to the back of the SI card.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: September 10, 1952

FROM :

SUBJECT: SUGGESTION # 394-52
RE HANDLING OF SECURITY INDEX CARDS

PURPOSE:

To recommend that the suggestions of , clerk of the Pittsburgh Office, concerning the method of placing descriptions and photographs on the back of Security Index cards in the field not be adopted.

DETAILS:

, clerk in the Pittsburgh Office, submitted the following suggestions which are attached.

1) That the descriptive form as taken from Form FD-186 be printed on 5 x 8 cards by the Bureau, leaving spaces for the stapling or taping of photographs. After these cards have been filled out in the field they could be stapled to the back of Security Index cards which are filed in the Geographical Section of the Security Index.

It was stated that under this procedure when changes are made on the front of Security Index cards and new ones are received from the Bureau, the cards containing descriptions and photographs could be restapled to the new cards to eliminate the process of retyping the descriptions on new cards and minimizing the possibility of errors in descriptions and also preserving the photographs, which become mutilated from constant restapling or retaping to new cards. It was also stated that this procedure would save considerable clerical time.

2) It was also suggested, as an alternative, that the proper descriptive headings, as taken from Form FD-186, be printed on the reverse side of the

Security Index card by the Bureau so that when received in the field it would only be necessary to fill in the descriptive data, resulting in the saving of about one-half of the time required to type the headings and the description on the card.

3) It was recommended that if neither of the above suggestions is adopted that the Bureau allow the Pittsburgh Office to stencil descriptive headings from Form FD-186 on the back of 5 x 8 cards, which can be stapled to the back of Security Index cards.

PREVIOUS CONSIDERATION OF THE SAME MATTERS:

A similar suggestion as number one above was made by a stenographer of the Butte Division in February, 1951. At that time we recommended that the suggestion not be adopted and pointed out that the matter had previously been thoroughly considered at the Bureau.

As a result of an inspection of the Domestic Intellegence Division in 1950, a survey was made of the field offices having the most Security Index cards. The results of this survey were submitted in a memorandum from to dated December 8, 1950, captioned "Security Index Cards." It was pointed out in that memorandum that the additional clerical time consumed in any one field division in handling Security Index cards under the present procedure of forwarding Security Index cards prepared at the Bureau is nominal even if descriptions have to be retyped each time a changed card is received. It was also pointed out that the small amount of clerical time expended in any one field office is certainly offset by the necessity and importance of maintaining Security Index cards in all field divisions in a uniform manner.

The stapling of a card containing a description to the back of each Security Index card in the Geographical Section of the Index would double the physical size of that Index and make it more cumbersome and after the cards are used and handled it is believed that the physical condition of the cards would soon become undesirable.

In connection with the alternate suggestion (number 2 above), it is not felt that any time would be saved by having descriptive headings printed on the reverse side of the Security Index cards at the Bureau. In this connection, on page [illegible] of the Manual of Instructions it is stated that as an aid to the [illegible] of descriptive data on the reverse side of the Security Index card, the uniform field photograph stamp used on the back of photographs may be used and that any additional information should be added, where necessary, for a more complete description.

Therefore, the use of this stamp by the field would eliminate the time required to type on the descriptive headings and there would be no advantage in having the headings printed on the cards at the Bureau.

RECOMMENDATION:

It is recommended that the suggestions of Tressa B. Wilkewitz not be adopted. It is also recommended that we not make an exception and allow the Pittsburgh Office to staple 5 x 8 cards on the back of Security Index cards sent from the Bureau, as recommended in item #3, above.

ACTION:

If you approve, this memorandum should be routed to the Training and Inspection Division.

1319

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: September 5, 1952

TO :

FROM :

SUBJECT: SECURITY INDEX

PURPOSE:

To advise you of the total cards in the Security Index.

DETAILS:

During the past week 41 new cards were added to the Security Index and 24 cards were cancelled, a net increase of 17 cards.

The Security Index count as of today is 19,209.

OFFICE OF DIRECTOR
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

August 29, 1952

At 9:15 a.m. this morning called and talked to me in your absence. He stated that he would like to make an appointment sometime today to see you. I explained to him that you were out of the city and in a travel status and that your return at the moment was indefinite. I assured him that his request would be brought to your attention.

indicated to me that he wanted to talk to you generally about matters but that specifically he wanted to talk about the questions that have arisen concerning the Security Index and also regarding techniques employed by the Bureau in its investigations as these techniques would apply to prosecution of cases.

indicated to me that he would appreciate it if he could see you sometime after you return to the city

1232

OFFICE OF THE DIRECTOR

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

September 5, 1952

MEMORANDUM FOR THE DIRECTOR

In regard to the call that I received on August 29, 1952, from in the Department, who called to make an appointment to see you, and your desire that he take up with any matters concerning the Security Index and investigative techniques, I called and explained to him your continued absence from the city and suggested that he discuss with these two items. stated that he would be glad to do this and will be in touch with within the next few days.

said that he also would like to talk with you at your convenience. He stated that he would like to discuss with you in general the problems of the Department and in particular the relationship between the Bureau and the Criminal Division.

Respectfully submitted,

Has this been taken care of.

H.

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: September 6, 1952

FROM :

SUBJECT: SECURITY INDEX STANDARDS
EMERGENCY DETENTION PROGRAM

On the morning of September 8, 1952, I discussed with Assistant Attorney General of the Department the question of standards to be applied for inclusion of individuals in the Security Index. Supervisor also present.

advised that he had been giving this question very serious attention. He reiterated the Bureau's position in this matter; namely, that the Bureau must have written approval from the Attorney General for the standards used by us and that it did not make sense for the Department to be using one set of standards and the Bureau another--rather, the standards should be one and the same. advised that there was no question in his mind at this point that the Bureau standards should be approved by the Attorney General; however, he had not had the opportunity to be fully briefed on all of the angles of this matter by the Department; that he would go into the matter further at once and would give us a reply in the [illegible] future.

I also brought up the question of whether the Department was going to review all of the Security Index cases and advise us as to the results in each one. advised that this would be done and, as a matter of fact, he contemplates adding eight attorneys to section for this purpose. (He will get the names of these attorneys from when [illegible] added.)

We also pointed out that we had requested advice of the Department as to whether the names of the individuals, nationally known or prominent in [illegible] or professional fields, should be maintained in our

MEMORANDUM TO MR.

Security Index. advised that we would receive advice on this as soon as the question of standards has settled.

We will continue to follow these matters with

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: September 8, 1952

FROM :

SUBJECT: SUMMARY REPORT PROGRAM - SECURITY INDEX

PURPOSE:

To answer the Director's inquiry regarding the delay in advising the Field to discontinue summary reports in Security Index cases.

DETAILS:

The Director has inquired as to the delay in submitting SAC Letter Number 85, dated September 3, 1952, to the Field, declaring a moratorium on summary reports in Security Index cases until January 1, 1953.

The matter of continuing the preparation of summary reports in Security Index cases was considered by the Executives' Conference on August 26, 1952, and a minority of the Conference recommended a moratorium on the preparation of the summary reports be declared until January 1, 1953, the Field to concentrate at this time on reducing the backlog and delinquency in security cases. You will recall that the Director approved the recommendation of the minority of the Conference. Pursuant to the minority's recommendation an SAC Letter was prepared on the morning of August 27, 1952. A white copy of the proposed SAC Letter was forwarded to the Director for his approval. This copy was dispatched from the Director's Office at 12:00 Noon on August 27, 1952. The white copy is attached to this memorandum. The white copy bearing the Director's approval was returned to the Bureau on September 2, 1952, and the instructions were sent to the Field as indicated above in SAC Letter Number 85, item (H), dated September 3, 1952, a copy of which is attached.

ACTION:

This memorandum is submitted to answer the Director's inquiry in the matter.

(Typed August 27, 1953)

PERSONAL ATTENTION
STRICTLY CONFIDENTIAL

Letter To All Special Agents in Charge:

Re: SECURITY INDEX -
PREPARATION OF SUMMARY REPORTS

Dear Sir:

Reference is made to item (B) in SAC Letter No. 95, Series 1951, dated September 22, 1951.

Effective immediately the project in your office of preparing summary reports on all individuals whose names are in your Security Index shall be discontinued. You are instructed to re-institute the program on January 1, 1953. Summary reports which are presently in the process of being prepared should be completed. This letter in no way changes instructions in individual cases and you should, of course, complete any summary report that has been specifically requested by the Bureau.

Between now and January 1, 1953, you should concentrate on reducing the backlog of work and delinquency in the security field and use the personnel made available by this moratorium for that purpose. I am closely following your progress in this matter and expect definite results towards bringing our security work into line by January 1, 1953.

Very truly yours,

(S) J. Edgar Hoover

John Edgar Hoover
Director

Enc.

(H) SECURITY INDEX - PREPARATION OF SUMMARY REPORTS -- Reference is made to item (B) in SAC Letter No. 95, Series 1951, dated September 22, 1951.

Effective immediately the project in your office of preparing summary reports on all individuals whose names are in your Security Index shall be discontinued. You are instructed to reinstitute the program on January 1, 1953. Summary reports which are presently in the process of being prepared should be completed. This letter in no way changes instructions in individual cases and you should, of course, complete any summary report that has been specifically requested by the Bureau.

Between now and January 1, 1953, you should concentrate on reducing the backlog of work and delinquency in the security field and use the personnel made available by this moratorium for that purpose. I am closely following your progress in this matter and expect definite results towards bringing our security work into line by January 1, 1953.

Very truly yours,

John Edgar Hoover

Director

1325

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: 8/29/52

FROM :

SUBJECT: SECURITY INDEX CARD STATISTICS

There is attached hereto a table showing by Field Office the total number of Security Index cards in our files. This table indicates the nationalistic tendency, the dangerousness classification, sex, race, citizenship status, and others on one of the "special" lists.

These statistics are based on Statistical Section Records as of August 15, 1952.

Attachment

SECURITY INDEX CARD STATISTICS - BY FIELD OFFICE
BASED ON STATISTICAL SECTION RECORDS AS OF AUGUST 15, 1952

		NATIONALISTIC TENDENCY OR ORGANIZATION AFFILIATION																		
FIELD OFFICE	TOTAL 19,101	COM 17,952	BUL 3	ISL 157	NPR 313	PPA 22	FNL 1	RUS 41	POL 1	SWP 616	YUG 18	UPR 9	ULP 0	HUN 1	MIS 7	DC 8,043	CS 5,568	NF 1,294	TF 51	MAI 13,16
ALBANY	267	263						2		2						133	88	41		176
ALBUQUERQUE	46	46														21	16	7		30
ANCHORAGE	28	26		1						1						7	6			25
ATLANTA	13	13														6	6			9
BALTIMORE	352	345		3						4						209	119	48	2	225
BIRMINGHAM	11	11														9	4	4		8
BOSTON	468	446				2		1		19						189	119	24	3	324
BUFFALO	274	230	1	2				4		37						141	75	30	1	191
BUTTE	76	76														38	26	13		56
CHARLOTTE	51	51														28	21	4		33
CHICAGO	1071	996		16	5	12		1	1	33	6				1	523	448	136	7	792
CINCINNATI	189	188								1						83	43	26		132
CLEVELAND	561	521	1	9			1			26	2				1	318	222	50	3	401
DALLAS	46	46														25	18	5		34
DENVER	165	165														77	57	18		120
DETROIT	1237	1159		15		2				57	2				2	640	435	52	4	912
EL PASO	15	15														7	6	1		10
HONOLULU	91	91														45	9	32		71
HOUSTON	71	67								4						36	25	13		52
INDIANAPOLIS	235	230				3				1	1					116	99	16	1	175
KANSAS CITY	39	38		1												17	13	3		29
KNOXVILLE	9	9														5	5			7
LITTLE ROCK	18	18														12	3	1		13
LOS ANGELES	2781	2644		21		2		7		104	3					1025	748	75	1	1721
LOUISVILLE	28	28														16	9	3		20
MEMPHIS	12	12														5	4	2		8
MIAMI	102	102														49	33	6		68
MILWAUKEE	289	267								22						129	115	10	2	207
MINNEAPOLIS	491	416		1						74						170	154	27	1	336
MOBILE	5	5														3	1			4
NEWARK	626	606		3	3					14						232	128	94		457
NEW HAVEN	479	473						1		5						183	156	35	1	312
NEW ORLEANS	68	68														35	20	7		50
NEW YORK	3490	3351	1	21	33			15		62	4			1	2	978	610	180	15	2492
NORFOLK	19	19														6	4	3		16
OKLAHOMA CITY	51	50						1								29	16	7		41
OMAHA	34	34														16	12	4		27
PHILADELPHIA	891	831		13	1			2		44						377	323	65	3	600
PHOENIX	91	90				1										33	16	5		60
PITTSBURGH	380	357		2						21						159	135	33	1	293
PORTLAND	193	191		2												72	52	19	1	141
RICHMOND	24	23													1	11	10	4		16
SAINT LOUIS	195	187		2						6						89	50	27		137
SALT LAKE CITY	77	77														40	27	13		49
SAN ANTONIO	17	17														14	6	5		9
SAN DIEGO	114	114														52	22	7		75
SAN FRANCISCO	1944	1872		16				2		54						1040	697	81	2	1218
SAN JUAN	382	104			269							9				168	41	13		350
SAVANNAH	4	4														1				3
SEATTLE	640	608		9						23						279	214	28	2	419
SPRINGFIELD	104	102								2						45	35	6		84
WASHINGTON	237	230			2			5								102	67	11	1	144

Enc 1

SECURITY INDEX CARD STATISTICS - BY FIELD OFFICE
BASED ON STATISTICAL SECTION RECORDS AS OF AUGUST 15, 1952

ATION AFFILIATION										SEX		CITIZENSHIP STATUS				RACE			SPECIAL					
P	YUG	UPR	ULP	HUN	MIS	DC	CS	EF	TF	MALE	FEMALE	NB	NA	AL	UN	WHITE	NEGRO	OTHER	AFP	FBI	GOV	UPR	YUG
16	18	9	0	1	7	8,045	5,568	1,294	51	13,182	5,919	14,616	3,826	503	156	16,953	1,[illegible]	241	1	45	42	31	18
2						133	88	41		176	91	203	48	7	9	239	2[illegible]	2					
						21	16	7		30	16	42	2	2		44	1	1					
1						7	6			25	3	23	5			25	3						
						6	6			9	4	12	1			11	2						
4						209	119	48	2	225	127	266	8	8		309	43				2		
						9	4	4		8	3	11				10	1						
9						189	119	24	3	324	144	361	95	9	3	442	26						
7						141	75	30	1	191	83	223	37	10	4	226	48				3		
						38	26	13		56	20	70	5	1		76							
						28	21	4		33	18	50			1	40	11						
3	6				1	523	448	136	7	792	279	699	322	45	5	897	167	7		1	4		0
1						83	43	26		132	57	149	34	2	4	151	38						
6	2				1	318	222	50	3	401	160	420	130	10	1	494	67			1			2
						25	18	5		34	12	40	4	2		41	5						
						77	57	18		120	45	140	15	7	3	149	12	4			1		
7	2				2	640	435	52	4	912	325	841	347	44	5	1029	204	4		1			2
						7	6	1		10	5	12	2	1		15							
						45	9	32		71	20	77	6	7	1	29	1	61					
4						36	25	13		52	19	63	7	1		56	15						
1	1					116	99	16	1	175	60	170	55	8	2	202	2[illegible]						1
						17	13	3		29	10	37	2			37	2						
						5	5			7	2	7	2			9			1				
						12	3	1		13	5	17	1			10	6						
	3					1025	748	75	1	1721	1060	2078	612	62	29	2575	177	29			5		3
						16	9	3		20	8	27		1		26	2						
						5	4	2		8	4	12				8	4						
						49	33	6		68	34	61	39	1	1	98	4						
						129	115	10	2	207	82	226	58	5		270	16	3					
						170	154	27	1	336	155	414	66	10	1	471	19	1					
						3	1			4	1	5					5						
						232	128	94		457	169	485	123	9	9	566	58	2			1		
						183	156	35	1	312	167	323	147	5	4	432	47				1		
						35	20	7		50	18	58	6	2	2	50	17	1			1		
4			1		2	978	610	180	15	2492	998	2547	776	130	37	3199	232	59		23	4	29	4
						6	4	3		16	3	13	6			14	5						
						29	16	7		41	10	51				41	10						
						16	12	4		27	7	33		1		30	4						
						377	323	65	3	600	291	696	184	8	3	791	99	1			3		
						33	16	5		60	31	65	22	2	2	81	10						
						159	135	33	1	293	87	278	89	11	2	320	60				1		
						72	52	19	1	141	52	162	22	4	5	189	4				2		
					1	11	10	4		16	8	21	1	2		21	3						
						89	50	27		137	58	158	34	2	1	151	44						
						40	27	13		49	28	73	3		1	68	8	1					
						14	6	5		9	8	17				16	1						
						52	22	7		75	39	89	19	5	1	105	6	3					
						1040	697	81	2	1218	726	1585	296	51	12	1683	220	41			5		
					0	168	41	13		350	32	376	2	4		333	37	12			1		
						1				3	1	4				2	2						
						279	214	28	2	419	221	564	54	17	5	584	48	8			1		
						45	35	6		84	20	85	18	1		88	16						
						102	67	11	1	144	93	177	51	6	3	201	35	1		14	2	2	

Enc 2

KEY

FIELD OFFICE

The first four letters of the field office are used in all cases except St. Louis, which is coded STLO.

NATIONALISTIC TENDENCY OR ORGANIZATIONAL AFFILIATION

COM	Communist Party, USA
BUL	Bulgarian
ISL	Independent Socialist League
NPR	Nationalist Party of Puerto Rico
PPA	Proletarian Party of America
RWL	Revolutionary Workers League
RUS	Russian
POL	Polish
SWP	Socialist Workers Party
YUG	Yugoslavian
UPR	Union of the people for the establishment of the Republic of Puerto Rico
ULP	United Labor Party
HUN	Hungarian
MIS	Miscellaneous(any Nationalistic Tendency or Organizational Affiliation not listed)

DANGEROUSNESS CLASSIFICATION

DC	Priority Detention in the event of an Emergency (DetCom)
CS	Potential Communist Saboteurs (ComSab)
KF	Key Figures
TF	Top Functionary

CITIZENSHIP STATUS

NB	Native Born
NA	Naturalized
AL	Alien
UN	Unknown

SPECIAL SECTION

AEP	Atomic Energy Program employees
ESP	Espionage subjects
FGE	Foreign Government employees
GOV	United States Government employees
PRO	Prominent Person
UNE	United Nations employee
YUG	Pro-Tito

Enc 3

UNRECORDED
8-29-52

(D) FIELD DELINQUENCY - SECURITY INVESTIGATIONS -- The question of field delinquency in security investigations is of continuing concern. A considerable portion of this delinquency may be traced to the delays on the part of auxiliary offices in promptly conducting and reporting investigations requested by the office of origin. This often interferes with the logical development of the investigation, particularly where the course of action to be followed by one office may be dependent upon the results of the investigation conducted by another office.

Investigations requested by other offices must be promptly assigned, conducted, and reported. The office of origin has a definite responsibility for the proper supervision of an investigation and must be alert to call delays to the attention of auxiliary offices by routing slip, letter, or teletype. There must be no relaxation of this type of supervision by the office of origin.

1326

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR DATE: September 12, 1952

FROM :

SUBJECT: SECURITY INDEX

PURPOSE:

To advise you of the total cards in the Security Index.

DETAILS:

The following is a report on the increase in the Security Index since the last count was furnished to you on August 8, 1952.

Week of	New Cards Added	Cards Cancelled	Net Increase
August 9-15	65	24	41
August 16-22	77	32	45
August 23-29	63	17	46
August 30-Sept. 5	41	24	17
September 6-12	54	13	41
	300	110	190

The Security Index count as of today is 19,250.

For your information, during the preceding four-week period 265 cards were added and 94 cards were cancelled, a net increase during the period of 171 cards.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. [redacted]

DATE: September 12, 1952

FROM : M[redacted]

SUBJECT: STATUS OF SECURITY INVESTIGATIONS

SECURITY Index General (4)

PURPOSE:

To answer the Director's request for a report on the status of the security work in certain offices at the close of business August 31, 1952.

DETAILS:

In a memorandum to you dated August 20, 1952, advising of the status of the Bureau's pending work load in the security field I listed thirteen offices which were most in need of additional manpower to bring their security work into line. The offices selected had seventy-seven per cent of the pending active matters in Classifications 65, 100 and 105 and eighty-six per cent of the delinquent matters in those classifications in the entire field. The thirteen offices showed a total delinquency of seventy-one per cent in those classifications.

The memorandum contained a chart on the status of the work in the thirteen offices to which the Director commented "1. I am greatly concerned re above. [redacted], [redacted] & [redacted] should give immediate attention towards reducing delinquencies above 50%. 2. I want report again at close of August 31." Other comments of the Director regarding the memorandum of August 20, 1952, were answered in my memorandum to you dated September 3, 1952, at which time I advised that the delinquency statistics for the month of August, 1952, would be prepared for the Director as soon as the administrative reports were received from the Field and reviewed.

A review of the administrative reports for August reflects the following statistics regarding Classifications 65, 100 and 105 for the thirteen offices named. The total pending active matters in those classifications were reduced in the thirteen offices by 359 matters and the average delinquency dropped from seventy-one per cent to seventy per cent.

PLC:mmr

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FX-121

[redacted]

SEP 18 1952

51 SEP 30 1952

STATUS OF SECURITY INVESTIGATIONS IN THIRTEEN OFFICES
IN CLASSIFICATIONS 65, 100 AND 105

	PENDING ACTIVE MATTERS		DELINQUENCY	
	7-31-52	8-31-52	7-31-52	8-31-52
New York	8,642	8,452	89%	87%
Los Angeles	2,659	2,449	46%	65%
Chicago	1,755	1,684	75%	73%
San Francisco	1,631	1,645	44%	36%
Philadelphia	1,318	1,285	45%	46%
Detroit	1,214	1,255	76%	74%
Newark	1,074	1,009	60%	54%
Minneapolis	1,027	988	82%	86%
Washington Field	1,004	897	45%	44%
Cleveland	855	786	56%	50%
Boston	752	735	59%	61%
Milwaukee	451	375	46%	63%
Seattle	414	372	61%	62%
Totals	22,791	21,932	71%	70%

You will note that ten of the thirteen offices report a delinquency of fifty per cent or over for August in the total pending active matters in Classifications 65, 100 and 105. The three offices having a delinquency of less than fifty per cent are San Francisco, Philadelphia and Washington Field. Of all the remaining field offices, four have a delinquency of over fifty per cent in the classifications named above. Little Rock reported a delinquency of sixty-five per cent, San Juan sixty-four per cent, Mobile sixty-two per cent and Indianapolis fifty-nine per cent.

For your information we have sent very strong letters to these offices instructing that the Bureau insist they drastically reduce the backlog of work and delinquency in the security field. Each Special Agent in Charge was advised that his over-all progress in bringing the security work into line has been unsatisfactory and that no excuse will be accepted for failure on his part to give this matter his personal attention. They were advised that the Bureau is following this matter very closely on a monthly basis and expects results. I am personally following this matter.

ACTION:

This is submitted in answer to the Director's request.

Let me have suggestions at once as to how this can be fixed. There we have 14 offices with over 50% delinquency. This can't go on. H.

ITED STATES DEPARTMENT OF JUST

PLEY TO CODE AT.....

BY.....

To: COMMUNICATIONS SECTION SEPTEMBER 15, 1952 URGENT

Transmit the following message to: SAC: BOSTON
CHICAGO
CLEVELAND
DETROIT
INDIANAPOLIS
LITTLE ROCK
LOS ANGELES
MILWAUKEE
MINNEAPOLIS
MOBILE
NEWARK
NEW YORK
SAN JUAN
SEATTLE

1327

RECORDED - 66

EX-121

RE DELINQUENCY IN SECURITY INVESTIGATIONS. AUGUST ADMINISTRATIVE REPORT YOUR OFFICE REFLECTS FIFTY PER CENT OR MORE DELINQUENCY TOTAL MATTERS CLASSIFICATIONS SIXTY FIVE, ONE HUNDRED AND ONE HUNDRED FIVE. THIS SITUATION CANNOT CONTINUE. SUTEL TO REACH BUREAU BY NOON, SEPTEMBER ~~SIXTEEN~~ SEVENTEEN. DETAILED STEPS YOU ARE TAKING TO DRASTICALLY REDUCE DELINQUENCY AND OVERALL SUGGESTIONS TO BRING SECURITY WORK INTO LINE.

HOOVER

PLC:mjt

SEP 16 10 31 AM '52
RECEIVED
F B I

COPIES DESTROYED
41 FEB 1 1983

SEP 16 10 56 AM '52

FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE
COMMUNICATIONS SECTION

SEP 16 1952

SENT VIA _____ M Per _____

1328X

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: Sept. 10, 1952

FROM : SAC, OMAHA

SUBJECT: SECURITY INDEX

CONFIDENTIAL
AIR MAIL SPECIAL DELIVERY

ReBulet dated August 26, 1952.

Receipt is acknowledged of sealed package containing new Security Index list.

The old list has been burned by me and the new list is being maintained in my office safe.

STANDARD FORM NO. 64

1328

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR.

DATE: August 20, 1952

FROM : MR. T

SUBJECT: STATUS OF SECURITY INVESTIGATIONS

PURPOSE:

To inform you of the current status of the Bureau's pending work load in the security field and to point out those offices which could readily utilize personnel which may be released from the applicant program.

DETAILS:

For several months we have been engaged in an extensive drive to decrease our work load in security investigations and bring these cases to a more current status. Our efforts in this regard have resulted in a decrease in the work load throughout the Field. We have witnessed a trend toward our end objective. We are constantly seeking means to improve our position and further speed the rate of decrease in our case load and delinquency.

By SAC Letter Number 27 dated March 15, 1952, it was pointed out to the Field in connection with the status of security investigations that the Bureau was giving careful consideration to the personnel needs of each office and that as personnel becomes available we are endeavoring to reallocate this personnel to those offices where there is the greatest need in line with the Bureau's over-all investigative responsibilities.

Our major problems in the security field stem from our case load and delinquency, the Security Index summary report project and the need for placing more stress upon espionage investigations. These matters are discussed below.

Backlog and Delinquency

Although our efforts to reduce the backlog in our security investigations have resulted in a reduction in the number of pending active matters in the 65, 100 and 105 classifications, the backlog has been and continues to

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be the key to all of our problems in the security investigative field. The high number of such cases necessarily results in a high delinquency. So long as we continue to have a large number of cases awaiting investigation our delinquency will remain high.

It is significant to note that as of March 31, 1952, we had 32,389 pending active matters in the three security classifications. The vast majority of these, of course, are in the 100 classification. Four months later, as of July 31, 1952, the number of pending active matters had decreased by 2,854 to 29,535. This represents a reduction of 8.8% in the four-month period. As of March 31, 1952, we had 7,194 such matters which were in an unassigned status. As of July 31, 1952, the number of unassigned pending active matters was reduced by 1,573 cases to 5,621. This represents a net decrease of unassigned matters in these classifications of 21.9%.

By SAC Letter Number 65 (A) dated July 8, 1952, all offices were instructed to review all pending active security matter cases for the purpose of closing administratively those cases which do not come within the Bureau's standards for instituting such investigations. Partially as a result thereof the number of pending active matters was reduced during July by 2,015 or 6.4%. During that month the number of unassigned pending active matters was reduced by 820 or from 6,441 to 5,621 which is a reduction of 12.7%. This was the period during which the greatest decrease in the backlog was recorded by the Field.

As of March 31, 1952, the Field reported that 21,906 or 67.6% of the 32,389 pending active matters in the three security classifications were delinquent. As of July 31, 1952, the number of delinquent matters had decreased to 18,813 or 63.7% of the total then pending. During July the number of delinquent matters was reduced by 1,672 or from 20,485 at the beginning of the month to 18,813 at the end of the month.

The Bureau has been sending monthly letters to those offices making no substantial gains. These letters have contained an analysis of the status of security matters in the offices and have urged that each Special Agent in Charge do everything that he can to reduce the backlog and delinquency.

We consider it essential that we continue to reduce the backlog and delinquency in the Field and, as stated above, we are constantly seeking means to do this.

Summary Report Project

In September, 1951, we instituted a project of preparing summary reports on all Security Index subjects. This has necessitated the use of a large number of Agents in preparing these reports. As of July 1, 1952, the Field reported that they had submitted 2,071 such summaries out of 14,643 reports which have been scheduled for preparation. This is 14% of such reports which will ultimately have to be prepared. These figures do not include summaries which have been or are to be submitted on Security Index subjects who are employed in Key Facilities or who are Key Figures. Several reports have been submitted in these cases. It is estimated that this project is 20% completed. This means that we still have approximately 13,000 to 14,000 summary reports to be prepared. Again, we are seeking every available means to lend impetus to this program. At the same time we must avoid interfering with the downward trend we have established in our case load and delinquency.

Washington Field Offices to add at least four Agents per month to this program.

The delinquency of espionage matters is of continuing concern. These investigations are the most important handled by the Bureau. The necessity for detailed investigations and the extensive use of varied investigative techniques requires considerable manpower. Prompt reporting is absolutely essential to the logical and successful development of this type of investigation. The delinquency of the New York and Washington Field Offices is of primary concern. During the period from March 31, 1952, to July 31, 1952, the combined delinquency of the New York and Washington Field Offices in espionage work increased from 40.6% to 54.6%. New York increased from 41% to 65% delinquent while Washington Field decreased slightly from 40% to 34% delinquent.

What is reason for a 24% in N.Y.C. ?

Offices Most In Need Of Additional Manpower

Many of the smaller offices have very few security cases, a small delinquency and no problems in completing the summary report project. Some of the larger offices have, in response to the Bureau's instructions, been able to make substantial gains in the reduction of their backlog and delinquency in security cases. An analysis of the status of each office shows that there are 13 offices where additional impetus is required to bring these cases to a current status. As of July 31, 1952, these 13 offices had 22,791 or 77% of the 29,535 pending active matters in these classifications. They have 16,186 or 86% of the delinquent matters in these classifications in the entire Field. The delinquency in these offices is 71%. These 13 offices have 5,575 or 99% of the 5,621 unassigned pending active matters in these classifications. These offices have 11,466 or 79% of the summary reports which have been scheduled throughout the Field. As of July 1, 1952, they had completed less than 10% of these summaries.

The following is a tabulated analysis of the situation in each of these 13 offices:

STATUS OF SECURITY INVESTIGATIONS IN THIRTEEN OFFICES

	No. of Pending Active Matters in 65,100 and 105 Classifications	Delinquency	No. of Pending Active Matters Un-Assigned	No. of Summary Reports Scheduled	No. of Summary Reports Completed	Percentag of Summary Reports Complete
New York	8,642	++ 89%	4,234	2,957	160	5%
Los Angeles	2,659	46%	205	2,074	166	8%
Chicago	1,755	++ 75%	564	848	116	14%
San Francisco	1,631	44%	2	1,668	137	8%
Philadelphia	1,313	45%	5	717	48	7%
Detroit	1,214	++ 76%	146	629	18	3%
Newark	1,074	++ 60%	11	444	49	11%
Minneapolis ✓	1,027	++ 82%	368	398	105	26%
Washington Field	1,004	45%	25	216	46	21%
Cleveland ✓	855	++ 56%	10	363	121	33%
Boston ✓	752	++ 59%	1	371	45	12%
Milwaukee ✓	451	46%	4	226	82	36%
Seattle ✓	414	++ 61%	0	555	27	5%
Totals . .	22,791	71%	5,575	11,466	1,120	9.7%

1. Large part concerned [illegible] requests [illegible] adequate gains [illegible] toward reduction [illegible] above 50%
2. [illegible] again [illegible] close of [illegible]

Certainly agree
D.M.

RECOMMENDATION:

We are making gains in accomplishing our programs in the security field. However, we feel that these gains should be more rapid. We are constantly analyzing our programs and cases to cut out nonessential items. Further, we have established special security schools to train Field personnel, streamline our operations and bring the Field into line with the Seat of Government.

Inasmuch as the Field was advised by SAC Letter Number 27 dated March 15, 1952, that the Bureau is giving careful consideration to the personnel needs of each office and is endeavoring to reallocate this personnel to those offices where there is the greatest need in line with the Bureau's over-all investigative responsibilities, we are submitting the above analysis and listing those offices which we feel should first be considered for reallocation of personnel released as a result of reduction in the applicant program.

V.M.
This should be intensified.
K.

STANDARD FORM NO. 64

1328

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: September 3, 1952

FROM :

SUBJECT: STATUS OF SECURITY INVESTIGATIONS

PURPOSE:

To answer the Director's comments.

DETAILS:

There is attached a memorandum from Mr. Belmont to Mr. Ladd dated August 20, 1952, which informed of the status of the pending work load and the delinquency in the security field and listed 13 field offices which are most in need of additional manpower.

Comments noted by the Director on that memorandum are answered as follows:

1. In connection with the program of preparing summary reports in all Security Index cases, the Director asked: "Has consideration been given to holding up preparation of summary reports & concentrating on current work."

This has been handled by SAC Letter #85 advising the field that a moratorium has been declared on the preparation of summary reports until January 1, 1953. The letter instructs that between now and that date the field should concentrate on reducing the backlog of work and delinquency in the security field and use the personnel made available by this moratorium for that purpose.

2. In connection with the status of espionage investigations it was pointed out in the memorandum that between March 31, 1952, and July 31, 1952, the delinquency in the New York Office in espionage work increased from 41% to 65%, the Director asked: "What is reason for 24% (increase) in New York?"

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With reference to [illegible] the [illegible] of the [illegible] of the [illegible] of the [illegible] following [illegible]:

(1) During the [illegible] have been experiences [illegible] Experience [illegible] Co[illegible] Security Labor - C [illegible], in an effort to handle developments in the investigation of [illegible] fugitives and to decrease delinquency on the Security Labor - C Board. The [illegible] of this transfer was not felt until the [illegible] and June, 1953, when delinquency began to rise.

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[illegible] to the Section. This [illegible] in surveillances has not sufficient to cover the arrival of Soviet nationals in New York City from Washington, D. C.

(5) During the month of July, 1952, the New York Office [illegible] to the [illegible] loss of [illegible] time, with a consequent loss of efficiency during the period of the move.

(6) Eighteen new agents were assigned to the Espionage Section during the month of July, 1952, in an effort to reduce delinquency. The effect of this assignment has not yet been felt and will not be felt until September, 1952.

The New York Office feels that with the additional personnel which has recently been assigned, the delinquency will be reduced on a continuing basis and should fall below 50% by the end of September, 1952.

3. The memorandum listed the work load, delinquency and related statistics in classifications 65, 100 and 105 for thirteen field offices believed to be most in need of manpower assistance to which the Director commented: "1. I am greatly concerned re above. Mohr, Tada & Belmont should give immediate attention toward reducing delinquencies above 50%. 2. I want report again at close of Aug. 31."

It points out that in order to accomplish our programs in the security field we are constantly analyzing our programs and cases to cut out nonessential items and have established special security schools to train field personnel, streamline our operations and bring the field into line with the Seat of Government. To the above the Director commented: "This should be intensified."

Of the thirteen offices listed in the memorandum the following have a total [illegible] delinquency in classifications 65, 100 and 105 of over 50%: New York, Chicago, Detroit, Newark, Minneapolis, Cleveland, Boston and Seattle. As soon as the

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administ[illegible] reports from [illegible] field [illegible] [illegible] of [illegible] are receiving [illegible] will be [illegible] for the Director to show the status of [illegible] 100 and 105 [illegible] matters as of August 31, 1[illegible].

In connection with [illegible] frequency we have been closely following [illegible] progress of the 13 larger offices [illegible] progress encouraging [illegible] in [illegible] their reports [illegible] pointing out deficiencies to those offices who have made no progress. Since March, 1950, the progress of all offices has been followed in the same manner on a monthly basis. In addition, I hold a detailed discussion of this matter with each Special Agent in Charge or Assistant Special Agent in Charge when he reports for conferences or In-Service Training.

We are making every effort to emphasize the importance of security investigations, to train field personnel, streamline our operations and bring the field into line with the rest of Government. In this connection three schools to give specialized training in security work have been scheduled for September 25, October 13 and December 1, 1952. Each school is of two weeks duration and is given in lieu of In-Service Training for Agents selected from personnel regularly assigned to security work. The purpose of the schools is:

(1) To train personnel who will handle complicated espionage and security cases and who can impart this specialized training to others in the field offices.

(2) To insure a uniform program and policy in the field which will be in focus with the Bureau's instructions and insure a more intelligent approach to our many security problems.

(3) To develop specialized skills and bring investigative personnel up to date on the latest equipment and techniques.

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9-3-52

In addition, [illegible] schools [illegible] for [illegible] number [illegible] specialized training to [illegible] preparatory to their [illegible] to the [illegible] of security information. These schools are [illegible] to extend the present program of [illegible] Commission [illegible] in employing of read-and-file [illegible].

We will continue to intensify our efforts to assist the field in bringing security work into line.

ACTION:

1. This is furnished to answer the comments of the Director.

2. Delinquency statistics for the month of August, 1952, will be prepared for the Director as soon as the administrative reports are received from the field.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: 9/9/52

FROM :

SUBJECT: STATUS OF SECURITY INVESTIGATIONS

SECURITY I

Reference is made to the attached memorandum dated September 3, 1952 concerning the above-captioned matter, which answered the Director's inquiries on an earlier memorandum on the same subject matter dated August 20, 1952. In the memorandum of August 20, 1952, the Domestic Intelligence Division listed the 13 divisional offices having the bulk of the delinquent security investigative work at the present time. The Director made the observation that I should give very careful attention to this matter and shift personnel accordingly.

In order to provide the Director with a picture of what I have been doing with respect to this matter, I wish to submit the following tabulation which reflects the net increase in Agent personnel in the 13 offices listed as having the bulk of the security investigations. I am also showing the percentage of delinquency in security investigative matters in these offices.

Office	Net Increase in Agent Personnel	Percentage Delinquency of Security Investigative Matters
Boston	21	59%
Chicago	16	75%
Cleveland	2	56%
Detroit	22	76%
Los Angeles	6	46%
Milwaukee	-2	46%
Minneapolis	6	82%
Newark	-2	60%
New York	17	89%
Philadelphia	1	45%
San Francisco	0	44%
Seattle	1	61%
Washington Field	21	45%
TOTAL NET INCREASE	109	

This net increase in personnel occurred during the month of August and up to the present time.

During the month of August as a result of a reduction in applicant investigations, certain offices advised the Bureau of the fact that they could further reduce their Agent personnel over and above what I had already taken from them. The offices with the number of Agents the SAC stated they could reduce during August is as follows:

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Office	Number of Agents	
Oklahoma City	7	
Louisville	21	
Omaha	15	
Knoxville	2	
Atlanta	1	
San Diego	10	(SAC said could reduce 5)
Indianapolis	10	
Little Rock	10	
TOTAL	76	

The monthly administrative report for August has not been received as yet but as soon as it is received, further reductions will be made in offices indicating a sharp decrease in case load.

With respect to the foregoing tabulation, I wish to point out with regard to Seattle, that office underwent a recent inspection and during June as a result of the recommendations of the Inspector, concurred in by SAC [redacted], the Agent personnel in the office was reduced by 16 Special Agents as a result of a decrease in applicant work received from the Atomic Energy project at Hanford, Washington. While Mr. [redacted] was here in Washington yesterday, I spoke to him and told him I thought it was imperative that he take steps to reduce the security delinquency in his office since it was entirely too high and I called to his attention the fact that during the recent inspection he had concurred in the Inspector's recommendation of a reduction in Special Agent personnel and consequently it was up to him to concentrate on reducing the security delinquency in his office with his present complement of Agent personnel since it appeared he was aware of the delinquency in his office and could accomplish the desired results with the Agents he now has. Mr. [redacted] did point out that he had been steadily decreasing the delinquency in security cases in his office and was hopeful that he would be able to reduce it to a desirable extent. However, he pointed out that the Smith Act prosecutions would tie up additional Agent personnel in his office for the time being.

I think the Domestic Intelligence Division should continue to give the program of putting pressure on the field additional impetus since the larger offices likewise feel the effect of the reduction in applicant work and they should begin to have Agent personnel available for assignment to security work. In the meantime I shall continue to transfer Agents to those offices having the greatest delinquency in security investigations as I have done in the past.

The foregoing is submitted for your information.

J. Edgar Hoover

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR DATE: August 26, 195

FROM : THE EXECUTIVES CONFERENCE

SUBJECT: SUMMARY REPORT PROGRAM - SECURITY INDEX -

The Executives Conference, consisting of Messrs. on August 26, 1952, considered whether the Summary Report Program, requiring summary reports on Security Index subjects, should be discontinued at this time.

The Conference considered whether the Summary Report Program should be discontinued at this time in order to release personnel to cut down on the backlog and delinquency in the field and to more fully implement the intensification program on Soviet officials.

REASONS WHY THE SUMMARY REPORT PROGRAM SHOULD BE CONTINUED

1. From October 31, 1951, to July 31, 1952, the pending case load in the major security classifications ( ) has been reduced from 37,268 to 32,037 pending matters, a reduction of 5,231. During the

same period, delinquent matters were reduced from 21,962 to 19,814, a reduction of 2,148 delinquent matters. A decided trend in reduction has thus been established, which is gaining momentum through streamlining methods and continued pressure applied to the field.

2. A total of 5,600 summary reports has already been submitted; thus, the Summary Report Program is more than one-fourth completed. The number of reports being submitted each month is increasing; thus the program is gaining momentum.

3. Comparative figures in the four major classes of applicant cases (Atomic Energy Applicants, Voice of America, International Development Program, and Mutual Security Act) reflect receipt during April, 1952, of 10,780 as against 6,030 during July, 1952, and pending matters at the end of April, 17,018 as against 9,886 as of August 26, 1952. It thus appears there is a decided drop occurring in applicant cases, which will release personnel.

4. The Summary Report Program has required most careful planning and instructions by the Bureau and considerable training in the field. It is gathering momentum and we have overcome the inertia present in instituting any program of this size. We will lose the value of the momentum and training if we declare a moratorium on the program.

5. We have insisted that the Department review all Security Index cases. The summary reports provide up-to-date reports for the Department; set out pertinent information in one report; and set out the information under specified headings to assist in evaluation.

6. The Summary Report Program is essential sooner or later to provide properly documented information in the event the Emergency Detention Program is placed into effect. As it has to be done, we should do it now.

7. When summaries are prepared, the field must evaluate each case. The program weeds out the weak cases which, due to the passage of time, should be removed from the Security Index.

8. The program should materially accelerate the Interview Program, which has been most successful in developing intelligence information and informants, as it requires a complete evaluation of the cases.

9. Summary reports submitted under the program take the place of other reports which would have to be submitted in pending cases.

10. The Summary Report Program is elastic. For example, because of the backlog of cases in New York, we have authorized that office to prepare investigative reports to place subjects on the Security Index, thus enabling New York to clear up its backlog, yet still requiring the summary reports when New York is able to do the work. We have not felt it necessary to take this step in other offices as yet.

REASONS FOR DISCONTINUING
THE SUMMARY REPORT PROGRAM

1. Although the program has been streamlined, it does require considerable manpower. The exact extent of manpower is not known, because in most offices the program is distributed among the agents handling security cases. We require documentation, as this is an essential part of the program in order to set forth the source of the derogatory information applying to the subject. This takes time. If the program is discontinued, investigative reports will be required, so there will not be a complete gain of agent time now applied to the program. Nevertheless, there will be a material gain. This agent time can be applied against the backlog and delinquency in the field and possibly on the intensification of coverage of Soviet officials.

2. In certain instances, the summary reports will never be used, because the subjects will be removed from the Security Index by reason of death, leaving the country, or for other sound reason.

EXECUTIVES CONFERENCE RECOMMENDATION:

Messrs. , and recommended that we declare a moratorium on the Summary Report Program until January 1, 1958; that the field be instructed to finish those summary reports which they have started to prepare; that in the interim between now and January 1, 1958, the field concentrate on reducing the backlog and delinquency in security cases.

Respectfully,
For the Conference

ADDENDUM:

Pursuant to instructions of the Director to today, the recommendations of the minority are being placed into effect immediately.

Independently.
H

August 20, 1952

[illegible] OF SECURITY INVESTIGATIONS

[illegible]:

To inform you of the current status of the Bureau's pending work load in the security field and to point out those offices which could readily utilize personnel which may be released from the applicant program.

[illegible]:

For several months we have been engaged in an extensive drive to decrease our work load in security investigations and bring these cases to a more current status. Our efforts in this regard have resulted in a decrease in the work load throughout the Field. We have witnessed a trend toward our end objective. We are constantly seeking means to improve our position and further speed the rate of decrease in our case load and delinquency.

By SAC Letter Number 27 dated March 13, 1952, it was pointed out to the Field in connection with the status of security investigations that the Bureau was giving careful consideration to the personnel needs of each office and that as personnel becomes available we are endeavoring to reallocate this personnel to those offices where there is the greatest need in line with the Bureau's over-all investigative responsibilities.

Our major problems in the security field stem from our case load and delinquency, the Security Index summary report project and the need for placing more stress upon espionage investigations. These matters are discussed below.

Backlog and Delinquency

Although our efforts to reduce the backlog in our security investigations have resulted in a reduction in the number of pending active matters in the 65, 100 and 105 classifications, the backlog has been and continues to

[illegible] key to all of our problems in the security investigative field. The high number of such cases necessarily results in a high delinquency. So long as we continue to have a large number of cases awaiting investigation our delinquency will remain high.

It is significant to note that as of March 31, 1952, we had [illegible] pending active matters in the three security classifications. The vast majority of these, of course, are in the 100 classification. Four months later, as of July 31, 1952, the number of pending active matters had decreased by 2,864 to 29,[illegible]. This represents a reduction of [illegible] in the four-month period. As of March 31, 1952, we had 7,104 such matters which were in an unassigned status. As of July 31, 1952, the number of unassigned pending active matters was reduced by 1,5[illegible] cases to 5,621. This represents a net decrease of unassigned matters in these classifications of 21.9%.

By SAC Letter Number 65 (A) dated July 8, 1952, all offices were instructed to review all pending active security matter cases for the purpose of closing administratively those cases which do not come within the Bureau's standards for instituting such investigations. Partially as a result thereof the number of pending active matters was reduced during July by 2,015 or 6.[illegible]%. During that month the number of unassigned pending active matters was reduced by 820 or from 6,441 to 5,621 which is a reduction of 12.7%. This was the period during which the greatest decrease in the backlog was recorded by the Field.

As of March 31, 1952, the Field reported that 21,906 or 67.6% of the 32,390 pending active matters in the three security classifications were delinquent. As of July 31, 1952, the number of delinquent matters had decreased to 18,[illegible] or 60.[illegible]% of the total then pending. During July the number of delinquent matters was reduced by 1,672 or from 20,[illegible] at the beginning of the month to 18,913 at the end of the month.

The Bureau has been sending monthly letters to those offices noting no substantial gains. These letters have contained an analysis of the status of security matters in the offices and have urged that each Special Agent in Charge do everything that he can to reduce the backlog and delinquency.

We consider it essential that we continue to [illegible] delinquency in the Field and, as stated above, we are constantly seeking means to do this.

Summary Report Project

In September, 1951, we instituted a project of preparing summary reports on all Security Index subjects. This has necessitated the use of a large number of Agents in preparing these reports. As of July 1, 1952, the Field reported that they had submitted 2,071 such summaries out of 14,000 reports which have been scheduled for preparation. This is 14% of such reports which will ultimately have to be prepared. These figures do not include summaries which have been or are to be submitted on Security Index subjects who are employed in Key Facilities or who are Key Figures. Several reports have been submitted in these cases. It is estimated that this project is 25% completed. This means that we still have approximately 12,000 to 14,000 summary reports to be prepared. Again, we are seeking every available means to lend impetus to this program. At the same time we must avoid interfering with the downward trend we have established in our case load and delinquency.

[illegible] Field Offices to add at least four Agents per month to this program.

The delinquency of espionage matters is of continuing concern. These investigations are the most important handled by the Bureau. The necessity for detailed investigations and the extensive use of varied investigative techniques requires considerable manpower. Prompt reporting is absolutely essential to the logical and successful development of this type of investigation. The delinquency of the New York and Washington Field Offices is of primary concern. During the period from March 31, 1952, to July 31, 1952, the combined delinquency of the New York and Washington Field Offices in espionage work increased from 40.6% to 54.6%. New York increased from 41% to 65% delinquent while Washington Field decreased slightly from 40% to 34% delinquent.

Offices Most In Need Of Additional Manpower

Many of the smaller offices have very few security cases, a small delinquency and no problems in completing the summary report project. Some of the larger offices have, in response to the Bureau's instructions, been able to make substantial gains in the reduction of their backlog and delinquency in security cases. An analysis of the status of each office shows that there are 13 offices where additional impetus is required to bring these cases to a current status. As of July 31, 1952, these 13 offices had 22,791 or 77% of the 29,535 pending active matters in these classifications. They have 16,186 or 86% of the delinquent matters in these classifications in the entire Field. The delinquency in these offices is 71%. These 13 offices have 5,575 or 99% of the 5,621 unassigned pending active matters in these classifications. These offices have 11,[illegible] or 79% of the summary reports which have been scheduled throughout the Field. As of July 1, 1952, they had completed less than 10% of these summaries.

The following is a tabulated analysis of the situation in each of these 13 offices:

[illegible] OF [illegible] BUSY INVESTIGATORS IN SEVENTEEN OFFICES

	No. of Pending Active Matters in 00,100 and 105 Classifications	Delinquency	No. of Pending Active Matters Unassigned	No. of Summary Reports Scheduled	No. of Summary Reports Completed	Percentage of Summary Reports Completed
w York	8,642	63%	4,234	2,957	160	5%
Angeles	2,659	46%	205	2,074	166	8%
cago	1,755	75%	564	848	116	14%
Francisco	1,631	44%	2	1,668	137	8%
ladelphia	1,313	45%	5	717	48	7%
roit	1,214	76%	146	629	18	3%
rk	1,072	60%	11	444	49	11%
apolis	1,027	82%	368	398	105	26%
ington Field	1,004	45%	25	216	46	21%
land	855	56%	10	363	121	33%
on	752	59%	1	371	45	12%
aukee	451	46%	4	226	82	36%
tle	414	61%	0	555	27	5%
tals . .	22,791	71%	5,575	11,466	1,120	9.7%

[illegible]:

We are making gains in accomplishing our programs in the security field. However, we feel that these gains should be more rapid. We are constantly analyzing our programs and cases to cut out nonessential items. Further, we have established special security schools to train Field personnel, streamline our operations and bring the Field into line with the Sect of Government.

Inasmuch as the Field was advised by SAC Letter Number 27 dated March 16, 1953, that the Bureau is giving careful consideration to the personnel needs of each office and is endeavoring to reallocate this personnel to those offices where there is the greatest need in line with the Bureau's over-all investigative responsibilities, we are submitting the above analysis and listing those offices which we feel should first be considered for reallocation of personnel released as a result of reduction in the applicant program.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: September 19, 19

FROM :

SUBJECT: SECURITY INDEX

PURPOSE:

To advise you of the total cards in the Security Index.

DETAILS:

During the past week 60 new cards were added to the Security Index and 25 cards were cancelled, a net increase of 35 cards.

The Security Index count as of today is 19,285.

1333

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERN.

TO : DIRECTOR, FBI ([redacted])

FROM : SAC, SEATTLE ([redacted])

SUBJECT: DELINQUENCY IN SECURITY INVESTIGATIONS

DATE: September 25, 1952

AIRMAIL SPECIAL DELIVERY
REGISTERED

Rebulet 9/22/52 requesting that the Bureau be informed regarding steps being taken to reduce the delinquency in the security field.

The delay in replying to the Bureau request has been occasioned by the complete utilization of supervisory time during the past two weeks on the apprehensions of Smith Act subjects and the preparation and presentment of evidence to the Grand Jury, which last night returned a true bill against all subjects.

To summarize the status of the security delinquencies of the Seattle office for the past six months the figures given below take into consideration only the pending active cases in the 65, 100 and 105 classifications, disregarding in computing the delinquency percentage the inactive cases in those three categories.

Starting with a delinquency in March 1952 of 60% there was a gradual reduction to 46% by June 1952. In July the percentage of delinquency rose to 61% and in August to 62%. It is pointed out, however, that in June, although the delinquency rose from 46% for the preceding month to 61%, the total number of pending cases was reduced from 510 to 473, and the total number of pending active cases was reduced from 443 to 414. From July to August the delinquency percentage rose only from 61% to 62% while at the same time there was a further reduction of total pending cases from 473 to 427 and a reduction in pending active cases from 414 to 378.

Thereas progress was made in July and August in reducing the backlog of cases, it is realized that the delinquency percentage is undesirable. The Bureau's attention is called to the fact that the rise in percentage of delinquency in July is coincident with the increased utilization of security agent time in preparation for anticipated apprehension of Smith Act subjects. The Seattle office was alerted about the 1st of July that the Department had indicated Seattle would be one of the places where further prosecutions were contemplated, and as a result even more extensive efforts than had been expended previously were made to keep advised of the whereabouts of subjects whose locations were known and to locate those subjects whose whereabouts were not known. In August, when definite advice was received regarding pickups, and through the date of apprehensions on September 17, 1952, the time of the entire security squad, except for necessary attention [illegible] given to current deadline matters, was expended on Smith Act. As an unavoidable result, investigation of non-current security matters was [illegible].

COPIES DESTROYED

CHJ/bg
ALL-[illegible]. 41 [illegible]

RECORDED - 57

FILE

RE: DELINQUENCY IN SECURITY INVESTIGATIONS

The Seattle office is keenly aware of its responsibilities in the security field and has been making diligent and constant efforts to handle its responsibilities. Careful attention is being given the methods of operation of agents on the security squad to insure that maximum results are obtained from personnel assigned. It has been necessary for many months to make extensive use of physical surveillances to develop information on Communist underground activities and to keep Smith Act subjects under observation. The time spent on surveillances has been productive of vital information but these investigative efforts, of course, have not contributed directly to reducing the volume of cases or the delinquency. It is impossible to neglect coverage of underground activities even though physical surveillances, which are the only effective means of developing this type of information, divert time from security cases which are presently in a delinquent status.

Careful review has been made of all pending security cases to insure that the basic standards for investigation are present. All cases are being closely supervised by periodic review of cases with agents to see that investigations are being directed straight toward the development of the specific information desired and that cases are promptly concluded without allowing them to drag out by coverage of non-essential leads. At the same time, however, thoroughness is not being sacrificed even though extensive time may be consumed in running out those leads that are essential to the compiling of vital information.

Weekly conferences of security agents are held to discuss and clarify problems that are of concern to the squad as a whole. Thirteen agents on the squad are relatively new to security work although they have now been on the security squad for several months. These newer agents have been given special training by supervisors and by agents who have attended the Bureau's security schools. Their production is increasing monthly and will continue to increase in the future.

It is believed that except for the necessary diverting of agent time from regular security work to a concentrated program on the Smith Act cases, the delinquency would have continued to decrease from 46% in June through the months of July and August. I am sure that with the apprehensions of seven Smith Act subjects now accomplished and the moratorium until January 1, 1953 on summary reports, rapid progress will be made in cleaning up security work during the next three months. It is well realized that delinquency in this field is a serious problem and the Seattle office would welcome any suggestions which the Bureau might be in a position to make that would be of assistance in coping with it. I am confident, however, that the problem can be licked by the first of the coming year.

1334

SAC, Omaha

September 24, 1952

PERSONAL AND CONFIDENTIAL
REGISTERED MAIL
AIR MAIL - SPECIAL DELIVERY
RETURN RECEIPT REQUESTED

Director, FBI

SECURITY INDEX- GENERAL

ReBulet dated December 29, 1950.

There is enclosed herewith a sealed package containing a new Security Index list of all subjects maintained in the General and Special Sections of the Security Index.

This package should be maintained in your office safe in accordance with instructions in referenced memorandum. This new list replaces the list in your possession. It is your personal responsibility to see that the old list is destroyed by burning.

The Bureau should be advised of your receipt of the attached list and the destruction of the old list.

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: September 18, 1952

FROM :

SUBJECT: STATUS OF SECURITY INVESTIGATIONS

Index

PURPOSE:

To advise you of the action being taken in the fourteen offices who reported a delinquency of 50% or over in pending active matters in classifications 65, 100 and 105 on August 31, 1952.

DETAILS:

You will recall that in the past few days we have sent very strong letters to the fourteen offices having a delinquency of 50% or over telling them that the Bureau insists that they drastically reduce the backlog of work and delinquency in their security cases. Each Special Agent in Charge was advised that his over-all progress in this matter had been unsatisfactory and that no excuse would be accepted for failure on his part to give this matter his personal attention.

In order that we could know just how the Bureau instructions were being carried out, on September 16, 1952, we directed a teletype to each of the fourteen offices pointing out that the situation in regard to their delinquency cannot continue and directing them to furnish the Bureau with the detailed steps they were taking to drastically reduce the delinquency in the security field.

Replies to the Bureau teletype of September 16 have been received and the Special Agents in Charge indicate that they have given serious consideration to the problem and are taking action to produce positive results in reducing the delinquency and backlog of security work. The steps being taken vary in offices in accordance with existing conditions. The following are listed as the important steps being taken in offices which should produce results:

1. Special Agents in Charge are affording this matter very close personal attention to see that results are obtained.

2. Training programs in security matters have been intensified in order to increase productivity.

3. Unassigned pending active matters are being assigned.

4. Personnel which has heretofore been used in the preparation of summary reports have been assigned to the preparation of investigative reports in an effort to reduce the delinquency.

5. Concentrated efforts are being made to increase the productivity of individual Agents. Close supervision is being afforded security matters on an individual case basis, particularly those matters which are delinquent. Close supervision is being afforded security matters to see that all matters are rapidly brought to a logical conclusion and that there is sound basis for conducting the investigation under existing Bureau instructions.

6. A check is being made of the pending work in the security field outside of the headquarters city and additional personnel is being allocated to resident agencies and areas where there is a heavy backlog of pending security work.

7. Special Agents released from the applicant programs and new Agents arriving in the office for assignment are being rapidly trained and assigned to the handling of security work.

8. Offices are making additional use of correlation clerks to conduct file reviews in order to expedite report writing.

9. In certain offices a limited number of security cases have been assigned to Agents on other than security squads when the Agents have had experience conducting security investigations. This practice is particularly in use in regard to leads received from other offices.

In this connection it is pointed out for your information that the New York Office assigned approximately 1,500 security cases throughout the office to be handled whenever possible during voluntary overtime hours.

ACTION:

It appears that the Special Agents in Charge have taken action that should produce results in reducing the delinquency and backlog of work. We will continue to closely follow the entire field on a monthly basis and will submit a memorandum on the status of the security work as soon as the administrative reports for September are received and reviewed.

Keep right after it -

H

UNRECORDED

September 18, 1952

PHOTOGRAPHS IN SECURITY CASES

Index - Card

PURPOSE:

To submit a change to Section 87-C, Manual of Instructions, to clarify instructions regarding obtaining photographs in security cases.

DETAILS:

The Los Angeles Office has raised the question as to whether photographs of all Security Index subjects should be forwarded to the Bureau. The policy on this point has been to require photographs forwarded to the Bureau only in Key Figure cases. It is believed that this procedure should continue inasmuch as forwarding photographs to the Bureau in all Security Index cases would be of very limited value to the Bureau and would entail considerably more work in the Field and at the Bureau.

RECOMMENDATION:

If you approve, the following action is being taken.

(1) A letter is being directed to the Los Angeles Office advising the office that every effort should be made to secure photographs of Security Index subjects; however, only the photographs of subjects who have been designated Key Figures should be forwarded to the Bureau. Copies of this letter are being designated for all field divisions for their information and guidance.

(2) There is attached a Proposed Change to Item (K), page 25, Section 87-C of the Manual of Instructions to clarify this point to be forwarded to the Training and Inspection Division.

Attachment

September 18, 1952

PROPOSED CHANGE IN SECTION 87-C,
6-B, (1) (K), PAGE 25
MANUAL OF INSTRUCTIONS

(K) PHOTOGRAPH

Reasonable efforts should be made during the investigation to obtain a photograph of the subject through usual sources. It is not desired that these cases be left in a pending status merely for the purpose of obtaining photographs.

Particular attention should be given to obtaining a photograph of a subject whose name is in the Security Index and once a photograph has been obtained you should continue to be alert for the existence of more recent photographs which may become available. It is not necessary to forward a copy of the photograph to the Bureau unless the subject has been designated a Key Figure.

Encl

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : ALL SUPERVISORS SECURITY INDEX [illegible] DATE: [illegible]

FROM :

SUBJECT: SECURITY INVESTIGATIONS OF [illegible]
REVISED SECTION [illegible]
MANUAL OF INSTRUCTIONS

Attached hereto for [illegible]
a copy of this memorandum is [illegible]
of the Manual of Instructions [illegible]
revised.

The copy received by you is numbered and is being charged to you for the purpose of enabling us to be certain that copies of any pages changed pages in this Section are furnished to you. At the time that any changes are made in the future in this Section of the Manual sufficient extra copies will be required for to maintain the attached in an up-to-date condition.

1337

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: September 26, 1952

TO :

FROM :

SUBJECT: SECURITY INDEX

PURPOSE:

To advise you of the total cards in the Security Index.

DETAILS:

During the past week 63 new cards were added to the Security Index and 15 cards were cancelled, a net increase of 48 cards.

The Security Index count as of today is 19,333.

1338

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: September 15, 1952

FROM :

SUBJECT: STATUS OF SECURITY INVESTIGATIONS

SECURITY INDEX - GENERAL

Reference is made to my memorandum to you dated September 12, 1952, reflecting that fourteen offices have a delinquency of 50% or over in pending active matters in classifications 65, 100 and 105. The Director requested suggestions as to how this problem could be met.

In an effort to reduce the delinquency in these three classifications we have, since December, 1951, closely followed on a monthly basis the twelve field offices having a large portion of our pending security work and since March, 1952, all offices.

In the past few days we have sent very strong letters to the fourteen offices having a delinquency of 50% or more telling them that the Bureau insists that they drastically reduce the backlog of work and delinquency in their security cases. It was pointed out to each Special Agent in Charge that his over-all progress in bringing this security work into line had been unsatisfactory. They were told that no excuse would be accepted for their failure to give this matter their personal attention.

In order that we may be in a position to know just how the Bureau's instructions are being carried out, it is suggested that the fourteen offices in question be instructed by teletype to advise the Bureau by noon, September 17, in detail the steps being taken to drastically reduce the delinquency. There is attached for your approval such a teletype.

ACTION:

When the replies have been received from the field you will be advised in detail of the action being taken by the Special Agents in Charge to reduce the delinquency in their respective offices.

Attachment
FJB:vbs

RECORDED-25

SEP 22 1952

I just understand why this hasn't been done before & shall be personally responsible accordingly.

H.

57 OCT 7 1952

(H) SECURITY INDEX - PREPARATION OF SUMMARY REPORTS -- Reference is made to item (B) in SAC Letter No. 95, Series 1951, dated September 22, 1951.

Effective immediately the project in your office of preparing summary reports on all individuals whose names are in your Security Index shall be discontinued. You are instructed to reinstitute the program on January 1, 1953. Summary reports which are presently in the process of being prepared should be completed. This letter in no way changes instructions in individual cases and you should, of course, complete any summary report that has been specifically requested by the Bureau.

Between now and January 1, 1953, you should concentrate on reducing the backlog of work and delinquency in the security field and use the personnel made available by this moratorium for that purpose. I am closely following your progress in this matter and expect definite results towards bringing our security work into line by January 1, 1953.

Very truly yours,

John Edgar Hoover

Director

Assistant Attorney General [redacted]
Criminal Division

September 24, 1952

Director, FBI

SECURITY INDEX LIST - [redacted]

There is attached hereto a current list of the names of the individuals maintained in the Security Index. This list is subdivided alphabetically under the field offices of this Bureau covering the residences of the individuals listed.

It is requested that this list be given utmost security.

Attachment

9-26-52 Delivered to Mr. Wheaty's office. OLD list secured & destroyed PLE

NOTE ON YELLOW ONLY:

Espionage Section of the Special Section not included.

[redacted]

RECORDED - 122

[redacted]

SECURITY INFORMATION - [redacted]

67001

1340

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: 9/25/52

FROM :

SUBJECT: SECURITY INDEX CARD STATISTICS

There is attached hereto a table showing by Field Office the total number of Security Index cards in our files. This table indicates the nationalistic tendency, the dangerousness classification, sex, race, citizenship status, and others on one of the "special lists."

These statistics are based on Statistical Section Records as of September 15, 1952.

Attachment

SECURITY INDEX CARD STATISTICS - BY FIELD OFFICE
BASED ON STATISTICAL SECTION RECORDS AS OF SEPTEMBER 15, 1952

FIELD OFFICE	TOTAL	CON	NATIONALISTIC TENDENCY OR ORGANIZATION AFFILIATION														
	15,255	16,078	[illegible] 3	[illegible] 136	[illegible] 316	[illegible] 23	[illegible] 1	[illegible] 40	[illegible] 0	[illegible] 621	[illegible] 8	[illegible] 9	[illegible] 0	HUN 1	WIS 7
ALBANY	271	267						2		2					
ALBUQUERQUE	48	48													
ANCHORAGE	31	29		1						1					
ATLANTA	12	12													
BALTIMORE	351	344		3						4					
BIRMINGHAM	11	11													
BOSTON	473	451				2				20					
BUFFALO	271	227	1	2				4		37					
BUTTE	75	75													
CHARLOTTE	52	52													
CHICAGO	1064	990		16		12		1		32	7				1
CINCINNATI	184	183								1					
CLEVELAND	571	528	1	9			1			29	2				1
DALLAS	47	47													
DENVER	166	165						1							
DETROIT	1245	1167		15		2				57	2				2
EL PASO	14	14													
HONOLULU	92	92													
HOUSTON	71	67								4					
INDIANAPOLIS	239	233				4				1	1				
KANSAS CITY	39	38		1											
KNOXVILLE	11	11													
LITTLE ROCK	19	19													
LOS ANGELES	2870	2730		21		2		7		108	2				
LOUISVILLE	28	28													
MEMPHIS	12	12													
MIAMI	99	99													
MILWAUKEE	293	271								22					
MINNEAPOLIS	489	415		1						73					
MOBILE	5	5													
NEWARK	629	609		3	3					14					
NEW HAVEN	476	470						1		5					
NEW ORLEANS	70	69									1				
NEW YORK	3493	3357	1	20	33			14		62	3			1	2
NORFOLK	20	20													
OKLAHOMA CITY	53	52						1							
OMAHA	35	35													
PHILADELPHIA	900	840		13	1			2		44					
PHOENIX	90	89				1									
PITTSBURGH	384	361		2						21					
PORTLAND	194	192		2											
RICHMOND	23	22													1
SAINT LOUIS	195	187		2						6					
SALT LAKE CITY	77	77													
SAN ANTONIO	19	19													
SAN DIEGO	115	115													
SAN FRANCISCO	1955	1884		16				2		53					
SAN JUAN	386	105			272							9			
SAVANNAH	4	4													
SEATTLE	641	609		9						23					
SPRINGFIELD	101	99								2					
WASHINGTON	240	233			2			5							

FIELD OFFICE	IC	CS	KF	TP	SEX MALE	SEX FEMALE	
	8,101	5,626	1,287	50	13,259	5,994	
ALBANY	136	91	41		179	92	
ALBUQUERQUE	23	17	7		32	16	
ANCHORAGE	10	8			28	3	
ATLANTA	5	5			8	4	
BALTIMORE	208	116	48	2	223	128	
BIRMINGHAM	9	4	4		8	3	
BOSTON	196	126	24	3	328	145	
BUFFALO	140	75	30	1	189	82	
BUTTE	39	27	13		55	20	
CHARLOTTE	30	23	4		33	19	
CHICAGO	524	447	136	7	789	275	
CINCINNATI	80	39	25		127	57	
CLEVELAND	321	227	50	3	406	165	
DALLAS	24	17	5		34	13	
DENVER	78	58	18		120	46	
DETROIT	642	440	52	4	920	325	
EL PASO	6	5	1		9	5	
HONOLULU	46	9	28		71	21	
HOUSTON	36	25	13		52	19	
INDIANAPOLIS	119	102	17	1	177	62	
KANSAS CITY	17	13	3		29	10	
KNOXVILLE	6	5			7	4	
LITTLE ROCK	12	3	1		14	5	
LOS ANGELES	1051	777	75	1	1762	1108	2
LOUISVILLE	17	10	3		21	7	
MEMPHIS	5	4	2		8	4	
MIAMI	48	33	6		67	32	
MILWAUKEE	130	116	10	2	211	82	
MINNEAPOLIS	168	152	28	1	332	157	
MOBILE	3	1			4	1	
NEWARK	238	134	92		457	172	
NEW HAVEN	179	151	35	1	308	168	
NEW ORLEANS	35	20	7		52	18	
NEW YORK	983	613	180	15	2495	998	2
NORFOLK	6	4	3		18	2	
OKLAHOMA CITY	29	16	7		41	12	
OMAHA	16	12	4		28	7	
PHILADELPHIA	381	327	60	3	605	295	
PHOENIX	32	15	5		60	30	
PITTSBURGH	159	134	35	1	295	89	
PORTLAND	73	53	19	1	141	53	
RICHMOND	11	10	4		16	7	
SAINT LOUIS	89	50	27		137	58	
SALT LAKE CITY	40	28	13		49	28	
SAN ANTONIO	14	7	5		9	10	
SAN DIEGO	54	23	7		76	39	
SAN FRANCISCO	1039	696	82	2	1226	729	1
SAN JUAN	171	43	13		354	32	
SAVANNAH	1				3	1	
SEATTLE	277	212	28	2	420	221	
SPRINGFIELD	42	33	6		82	19	
WASHINGTON	103	70	11	1	144	96	

See Key attached

ENCL

1340

SECURITY INDEX CARD STATISTICS - BY FIELD OFFICE
BASED ON STATISTICAL SECTION RECORDS AS OF SEPTEMBER 15, 1952

SECTION WCS 9	MLP 0	HLN 1	WCS 7	FIELD OFFICE	IC	CS	KF	TP	SEX MALE	SEX FEMALE	CITIZENSHIP STATUS [illegible]	[illegible]	[illegible]	[illegible]	RACE [illegible]	[illegible]	OTHER	SPECIAL [illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
					8,101	5,626	1,287	50	13,259	5,994	14,[illegible]	3,[illegible]	512	156	17,103	1,[illegible]	214	1	43	42	27	18
				ALBANY	136	91	41		179	92	206	49	7	9	243	26	2					
				ALBUQUERQUE	23	17	7		32	16	44	2	2		46	1	1					
				ANCHORAGE	10	8			28	3	26	5			26	5						
				ATLANTA	5	5			8	4	11	1			11	1						
				BALTIMORE	208	116	48	2	223	128	265	78	8		309	42				2		
				BIRMINGHAM	9	4	4		8	3	11				10	1						
				BOSTON	196	126	24	3	328	145	366	96	9	2	449	24				3		
				BUFFALO	140	75	30	1	189	82	220	37	10	4	226	45						
				BUTTE	39	27	13		55	20	69	5	1		75							
				CHARLOTTE	30	23	4		33	19	51			1	40	12						
			1	CHICAGO	524	447	136	7	789	275	694	320	46	4	890	166	8		1	4		7
				CINCINNATI	80	39	25		127	57	145	33	2	4	148	36			1			2
			1	CLEVELAND	321	227	50	3	406	165	426	134	10	1	504	67						
				DALLAS	24	17	5		34	13	41	4	2		42	5				1		
				DENVER	78	58	18		120	46	141	15	7	3	151	12	3					
			2	DETROIT	642	440	52	4	920	325	845	349	46	5	1035	206	4		1			2
				EL PASO	6	5	1		9	5	11	2	1		14							
				HONOLULU	46	9	28		71	21	78	6	7	1	30	1	61					
				HOUSTON	36	25	13		52	19	63	7	1		56	15						
				INDIANAPOLIS	119	102	17	1	177	62	172	57	8	2	203	36						1
				KANSAS CITY	17	13	3		29	10	37	2			37	2						
				KNOXVILLE	6	5			7	4	9	2			11			1				
				LITTLE ROCK	12	3	1		14	5	18	1			11	8						
				LOS ANGELES	1051	777	75	1	1762	1108	2146	634	62	28	2656	185	29			[illegible]		[illegible]
				LOUISVILLE	[illegible]	[illegible]	[illegible]		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]		[illegible]	[illegible]						
				MEMPHIS	5	4	2		8	4	12				8	4						
				MIAMI	48	33	6		67	32	60	37	1	1	95	4						
				MILWAUKEE	130	116	10	2	211	82	228	60	5		274	15	4					
				MINNEAPOLIS	168	152	28	1	332	157	412	66	10	1	470	18	1					
				MOBILE	3	1			4	1	5					5						
				NEWARK	238	134	92		457	172	489	122	9	9	567	60	2			1		
				NEW HAVEN	179	151	35	1	308	168	320	147	5	4	430	46				1		
				NEW ORLEANS	35	20	7		52	18	59	7	2	2	49	20	1			1		1
				NEW YORK	983	613	180	15	2495	998	2555	770	131	37	3202	232	59		23	7	25	3
1		2		NORFOLK	6	4	3		18	2	13	7			16	4						
				OKLAHOMA CITY	29	16	7		41	12	53				43	10						
				OMAHA	16	12	4		28	7	34		1		31	4				3		
				PHILADELPHIA	381	327	60	3	605	295	700	188	8	4	802	97	1					
				PHOENIX	32	15	5		60	30	63	22	2	3	82	8				2		
				PITTSBURGH	159	134	35	1	295	89	278	91	12	3	325	59						
				PORTLAND	73	53	19	1	141	53	164	21	4	5	190	4				2		
			1	RICHMOND	11	10	4		16	7	20	1	2		21	2						
				SAINT LOUIS	89	50	27		137	58	158	34	2	1	151	44						
				SALT LAKE CITY	40	28	13		49	28	73	3		1	68	8	1					
				SAN ANTONIO	14	7	5		9	10	19				18	1						
				SAN DIEGO	54	23	7		76	39	90	19	5	1	106	6	3					
				SAN FRANCISCO	1039	696	82	2	1226	729	1594	295	54	12	1692	220	43			6		
				SAN JUAN	171	43	13		354	32	380	2	4		337	37	12			1		
9				SAVANNAH	1				3	1	4				2	2						
				SEATTLE	277	212	28	2	420	221	566	53	17	5	587	46	8			1		3
				SPRINGFIELD	42	33	6		82	19	82	18	1		85	16						
				WASHINGTON	103	70	11	1	144	96	179	51	7	3	203	36	1		1[illegible]	2	[illegible]	

Enc 2

KEY

FIELD OFFICE

The first four letters of the field office are used in all cases except St. Louis, which is coded STLO.

NATIONALISTIC TENDENCY OR ORGANIZATIONAL AFFILIATION

COM	Communist Party, USA
BUL	Bulgarian
ISL	Independent Socialist League
NPR	Nationalist Party of Puerto Rico
PPA	Proletarian Party of America
RWL	Revolutionary Workers League
RUS	Russian
POL	Polish
SWP	Socialist Workers Party
YUG	Yugoslavian
UPR	Union of the people for the establishment of the Republic of Puerto Rico
ULP	United Labor Party
HUN	Hungarian
MIS	Miscellaneous(any Nationalistic Tendency or Organizational Affiliation not listed)

DANGEROUSNESS CLASSIFICATION

DC	Priority Detention in the event of an Emergency (DetCom)
CS	Potential Communist Saboteurs (ComSab)
KF	Key Figures
TF	Top Functionary

CITIZENSHIP STATUS

NB	Native Born
NA	Naturalized
AL	Alien
UN	Unknown

SPECIAL SECTION

AEP	Atomic Energy Program employees
ESP	Espionage subjects
FGE	Foreign Government employees
GOV	United States Government employees
PRO	Prominent Person
UNE	United Nations employee
YUG	Pro-Tito

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: September 15, 1952

FROM :

SUBJECT: DELINQUENCY IN SECURITY INVESTIGATIONS

Security Index - General

PURPOSE:

To advise you of the progress which has been made in reducing the delinquency and backlog of work in the security field.

DETAILS:

As you know, since December 1951 we have been closely following on a monthly basis the twelve field offices having a large proportion of our pending security work and since March 1952 all offices. We have written letters to the twelve offices each month and to other offices where progress in reducing the backlog of work and delinquency has not been satisfactory.

The following statistics reflect the status of pending work and delinquency for all field divisions on the first of the year and the progress for the last four months:

TOTAL PENDING MATTERS
CLASSIFICATIONS 65, 100 and 105
ALL FIELD DIVISIONS

Classification	12-31-51	5-31-52	6-30-52	7-31-52	8-31-52
65	1,314	1,336	1,316	1,211	1,163
100	32,812	30,407	30,152	28,304	27,406
105	2,895	2,687	2,659	2,522	2,346
Total	37,021	34,430	34,127	32,037	30,915

RECORDED - 55

TOTAL DELINQUENT MATTERS
CLASSIFICATIONS 65, 100 and 105
ALL FIELD DIVISIONS

Classification	12-31-51	5-31-52	6-30-52	7-31-52	8-31-52
65	525	418	471	415	404
100	22,518	18,610	18,641	17,112	16,432
105	1,719	1,338	1,424	1,287	1,180
Total	24,762	20,366	20,536	18,814	18,016

PLC:mjt

32 OCT 1 1952

You will note that the field during August 1952 reduced the pending work by 1,122 matters and the delinquency by 798 matters. From an over-all standpoint there has been a general reduction in both items since the first of the year. A very high percentage of the pending work and delinquency is in classification 100 matters.

Status of Security Work in Twelve of the Larger Offices

The following statistics reflect the progress of the twelve larger offices we have been closely following since December 1951. These offices have approximately 77% of the total Security Index cards and a high percentage of the pending work and delinquency in classifications 65, 100 and 105. Prior to the discontinuance of the preparation of summary reports in Security Index cases by SAC Letter Number 85, dated September 3, 1952, these offices were faced with a big task because of the large number of Security Index cases which reflected on their inability to drastically reduce the number of pending matters and at the same time increased delinquency.

STATISTICS FOR TWELVE OFFICES
SECURITY INDEX COUNT AND FOR
65, 100 and 105 MATTERS

Office	Security Index Cards 3-15-52	Pending Active Matters 12-31-51	Pending Active Matters 8-31-52	Pending Active Unassigned 8-31-52	Percentage Delinquent 8-31-52
New York	3,490	7,685	8,452	3,544	87%
Los Angeles	2,781	3,672	2,449	99	65%
San Francisco	1,944	1,794	1,645	0	36%
Detroit	1,237	1,353	1,255	148	74%
Chicago	1,071	2,195	1,684	570	73%
Philadelphia	891	1,779	1,285	1	46%
Seattle	640	414	372	0	62%
Newark	626	1,187	1,009	7	54%
Cleveland	561	1,116	786	7	50%
Minneapolis	491	713	988	402	86%
New Haven	479	434	403	0	49%
Boston	468	828	735	1	61%
Total	14,679	23,170	21,063	4,779	

You will note that the New York Office has a high percentage of the pending active matters and delinquency in the twelve offices listed and has been unable to reduce the backlog of work. On August 31, 1952, the New York Office reported 8,452 pending active matters in classifications 65, 100 and 105, of which 7,372 were delinquent. Minneapolis likewise has made no headway in this matter.

The over-all statistics for the eleven offices other than the New York Office since March 31, 1952, are as follows:

Date	Pending Active Matters (65-100-105)	Delinquent Matters (65-100-105)	Percentage Delinquent (65-100-105)
3-31-52	15,144	10,347	68.3%
4-30-52	14,978	9,628	64.3%
5-31-52	14,246	9,008	63.2%
6-30-52	14,157	9,103	64.3%
7-31-52	13,117	7,965	60.7%
8-31-52	12,611	7,589	60.2%

During August, ten of the twelve offices reduced the number of pending active matters in the three classifications and seven reduced the delinquency in the total matters in those classifications.

Status of Security Work in the Remaining Forty Offices

The remaining forty offices are listed according to the percentage of delinquency on August 31, 1952, in total matters in classifications 65, 100 and 105. These statistics reflect the progress during August 1952. It should be noted that many of the smaller offices have no pending matters in classifications 65 and 105 and their entire pending backlog is in classification 100 matters.

Office	Pending Active Matters (65-100-105) 7-31-52	Pending Active Matters (65-100-105) 8-31-52	Pending Active Unassigned (65-100-105) 8-31-52	Percentage Delinquent 8-31-52
Little Rock	43	40	0	65%
San Juan	798	566	0	64%
Milwaukee	451	375	4	63%
Mobile	85	78	20	62%
Indianapolis	376	344	0	59%
Omaha	107	102	0	50%
Norfolk	36	32	0	50%
Albany	261	249	10	49%
Savannah	52	53	0	47%
San Antonio	93	94	0	46%
St. Louis	335	278	9	46%
Charlotte	105	99	0	45%
Richmond	82	89	0	45%
Honolulu	180	158	0	45%
Miami	185	180	2	45%
Phoenix	97	110	0	45%
Baltimore	494	457	0	44%
Washington Field	1,004	897	8	44%
Buffalo	296	327	12	41%
Pittsburgh	359	352	5	41%
Houston	114	93	0	39%
Denver	221	189	0	39%
Springfield	150	134	0	37%
Kansas City	119	117	0	36%
Cincinnati	391	357	0	34%
New Orleans	185	150	6	29%
San Diego	319	306	0	28%
Oklahoma City	79	68	0	28%
Atlanta	58	68	0	28%
Louisville	74	61	0	28%
Salt Lake City	71	72	0	26%
Portland	109	112	1	26%
Birmingham	53	52	0	26%
Dallas	80	57	0	25%
Anchorage	47	46	0	22%
El Paso	60	56	0	21%
Knoxville	23	22	0	18%
Albuquerque	56	60	0	13%
Butte	67	83	0	12%
Memphis	61	49	1	2%
Total	7,776	7,032	78	

A very small percentage of the pending active matters in the security field in the forty offices mentioned above remains unassigned. During August, thirty offices were able to reduce their pending active work load. The following figures illustrate the progress of the forty offices as a whole since March 31, 1952, as reflected in the administrative reports:

Date	Pending Active Matters (65-100-105)	Delinquent Matters (65-100-105)	Percentage Delinquent
3-31-52	9,421	5,011	53.2%
4-30-52	9,138	4,355	47.7%
5-31-52	8,724	3,990	45.7%
6-30-52	8,417	3,842	45.6%
7-31-52	7,776	3,156	40.6%
8-31-52	7,032	3,055	43.4%

OBSERVATIONS:

After a review of the August administrative reports letters were sent to 45 field divisions instructing that the Bureau insists the offices bring their security work into line. Each Special Agent in Charge was advised that no excuse would be accepted for failure on his part to give this matter his personal attention and that the progress of each office is being followed on a monthly basis to see that results are obtained. Where delinquencies or pending work loads were high the SAC was instructed to see that drastic reductions are made without slighting any investigation warranted under existing instructions.

Except for certain offices in which the volume of pending security work is extremely high the remainder of the field has generally made progress in bringing the pending work and delinquency into line. Several of the smaller offices with a limited amount of security work have permitted the delinquency in this field to get entirely out of line.

Over the past six months as the result of analyzing the field's problems and of discussions and suggestions made at Internal Security-Espionage Schools and conferences with SAC's and field supervisors, we have issued instructions to assist the field in bringing the security work into line.

By SAC Letter Number 27 dated March 15, 1952, we streamlined procedures and cut back on the American Legion Contact and Plant Informant Program. The field was instructed to institute training schools to train personnel inexperienced in security investigations and to be certain investigations were not being instituted on vague and non-specific allegations.

By SAC Letter Number 65, dated July 8, 1952, we restated existing Bureau standards for opening security investigations and requested the field to review all pending work and close those matters which would not fall within those standards. At the same time the field was instructed to review all leads for auxiliary offices to be certain the leads were warranted in line with the objectives of the investigation.

By SAC Letter Number 75, dated August 5, 1952, we issued instructions to speed up the verification of new residence addresses of Security Index subjects by auxiliary offices which if not handled promptly results in field delinquency in many instances in two offices. In that SAC Letter we reiterated the need for evaluating leads before setting them out for auxiliary offices, cautioning the field offices not to lose sight of the objectives of the investigation. In that SAC Letter we issued instructions to streamline the handling of thumbnail sketch material to prevent duplication of work.

By SAC Letter Number 85, dated September 3, 1952, we declared a moratorium on summary reports until January 1, 1953.

ACTION:

This is for your information. We will continue to closely follow this matter and will furnish you with a memorandum regarding the status of security work after the administrative reports for September are received.

1342

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOV

TO : DIRECTOR, FBI

DATE: 9-29-52

FROM : SAC, [illegible]

PERSONAL AND CONFIDENTIAL

SUBJECT: SECURITY INDEX

ReBulet 9-24-52.

The new security index list has been received and the old list has been destroyed by burning.

1343

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: October 1, 1952

FROM :

SUBJECT: SECURITY INDEX STANDARDS

talked with of the Internal Security Section of the Justice Department today regarding the status of the Security Index standards.

said the Department's proposed answer to the Bureau had been returned from the Deputy Attorney General's office on Friday, September 26, 1952, to have the form of the memorandum changed and that it had been retyped and sent back to the Deputy Attorney General's office on the same date. He said that he expected that we would have had it by now and that certainly it should be received in the Bureau promptly.

ACTION

We will continue to follow this.

Keep after it

H.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: 9/23/52

FROM :

SUBJECT: Suggestion #394-52 - Handling of Security Index Cards

BACKGROUND:

On August 28, 1952, , Clerk in the Pittsburgh Office, submitted the following suggestions:

(1) That the form containing the physical description as taken from FD-186 be printed on 5 x 8 cards by the Bureau, leaving spaces for the stapling and taping of photographs. Then after these cards have been filled out in the field they could be stapled to the back of Security Index Cards which are filed in the Geographical Section of the Security Index. It was pointed out that when changes are made on the front of Security Index Cards and new ones are received from the Bureau the 5 x 8 card containing the physical description and photograph of the subject could be detached and then restapled to the new card. It was suggested that this would obviate the necessity of typing up a new description, of minimizing errors relative to same, and of preserving the photograph from possible mutilation or eventual destruction.

(2) As an alternative suggestion, it was recommended that the physical description form be printed on the reverse side of the Security Index Card by the Bureau, so that the field would only have to fill it in.

(3) Also, if neither of the foregoing were found acceptable by the Bureau, it was suggested to permit the Pittsburgh Office to stencil the descriptive headings from Form FD-186 on the back of 5 x 8 cards, which can then be stapled to the back of the Security Index Cards.

ACTION TAKEN:

The views of the Domestic Intelligence Division and the New York and Philadelphia Offices were solicited. All were unanimously opposed to the three suggestions.

COMMENTS:

The Domestic Intelligence Division emphasized the need for maintaining Security Index Cards in all field offices in a

uniform manner, and said that the clerical time necessary to prepare the physical description is negligible. Furthermore, it was pointed out that on page 30a of Section 87-C of the Manual of Instructions the uniform field photograph stamp may be used and that any additional descriptive data should be added where available. Therefore it would be unnecessary for the Bureau to print up such descriptive headings.

The Philadelphia Office advised that it had once used a stapling system, identical with instant suggestions, and said it was unsatisfactory because it made the security index box too bulky and frequently the staples would tear the cards and also injure employees handling such cards. It said the present system is satisfactory, in handling changes involved with 900 subjects.

The New York Office comments were identical in substance with Philadelphia where about 3,500 Security Index Cards are handled.

A letter of acknowledgment was sent to on September 5, 1952, by the Bureau.

RECOMMENDATION:

That no further action be taken.

1345

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI
Att: TRAINING AND INSPECTION DIVISION

DATE: 9/15/52

FROM : SAC, New York

SUBJECT: SUGGESTION RE SECURITY INDEX - SECRET
SUGGESTION No. 394-52

Re Bureau Routing Slip 9/5/52, transmitting suggestion re Security Index submitted by , Clerk.

The suggestion relative to the stapling of an additional 5" X 8" card on the S. I. card located in the Geographical Section would mean doubling the physical size of the Geographical Section of the Security Index. This would appear to be undesirable, especially in larger offices such as New York City, where there are approximately 3,500 Security Index cards. Further, the use of a large number of staples required would result in considerable wear on the original cards and these staples would obstruct the smooth removal of the cards from the file. The advantages listed in the suggestion do not appear to be of such importance as to justify changing the present way of handling these cards.

Suggestion No. 394-52 also contains an alternative suggestion to the effect that the proper headings as taken from Form FD-166 be printed on the reverse side of the Security Index card by the Bureau so that it would only be necessary for the field to type in the descriptive data and not the headings, saving about one-half the time required to type the headings and the description on the card. This would appear as an unnecessary change if Pittsburgh were following the procedure being followed by the New York Office. This Division uses a rubber stamp listing the descriptive headings. It is the same type stamp that is used on the back of photographs. As a result, no typing of the descriptive headings is necessary. Attached is a sample copy of this stamp. Therefore, it is suggested that this suggestion not be approved.

1545

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

AGE _____

FBI NO. _____ DATE PHOTO TAKEN _____

F.P.C. _____

CRIME _____

SEX _____ NATIONALITY _____

BIRTH DATE _____ HEIGHT _____

WEIGHT _____ BUILD _____

COMPLEX. _____ RACE _____

HAIR _____ EYES _____

SCARS & MARKS _____

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 9/9/52

FROM : SAC, PHILADELPHIA

SUBJECT: SUGGESTION RE SECURITY INDEX - General

ATTENTION: TRAINING AND INSPECTION DIVISION

Re suggestion number 394-52, which was received in Philadelphia on September 6, 1952.

The Philadelphia Office does not approve of this suggestion for the following reasons:

Prior to the issuance of SAC Letter Number 2, series 1951, dated 1/4/51, which specifically stated that amended security index cards were not to be stapled to the geographical card, the Philadelphia Office used a system similar to one in re suggestion. It was found that stapling was not satisfactory inasmuch as it made the security index box bulky and did a great deal to upset the neatness which was achieved by having the Bureau make up the security index cards in a uniform manner. It was found that the staples would become loose from usage and frequently resulted in cards being torn. It was also found that when the staples became loose, frequent injuries to the hands of employees handling the cards were encountered.

In regard to the alternate suggestion made in paragraph four that the Bureau print headings from FD-186 on the reverse side of the security index card, the Philadelphia Office believes that this would only result in more work at the Bureau and no appreciable change in the amount of work to be done in the field. The Philadelphia Office presently uses the description stamp for this purpose and inserts the description in longhand. This method has proved satisfactory, and one clerk handles all changes involved in a security index box, which contains 900 subjects.

DATE: August ..., 1952

FROM: [redacted], Clerk

SUBJECT: SUGGESTION RE SECURITY INDEX

Suggestion #394-52

The following suggestion is being submitted for consideration under the Suggestion Program.

SAC Letter No. 2, Series 1951, dated January 4, 1951, Section F, outlines the present procedure of typing a complete description and affixing a photograph, where available, on the back of the Security Index card to be filed in the Geographical Section.

The suggestion is being made that the descriptive form as taken from FD-186 (which form is used in compiling the descriptive data to be typed on the Security Index card) be printed on a 5 x 8 card by the Bureau, leaving a space for the stapling or taping of subject's photograph. This card, after being filled out, will be stapled to the back of the Security Index card to be filed in the Geographical Section. Thereafter when changes are made on the front of the Security Index card and a new Security Index card is received from the Bureau, the card containing the description and the photograph would merely be restapled to the new Security Index card, completely eliminating the process of retyping the description on the new card and minimizing the possibility of errors in the description and also preserving the photograph, which becomes mutilated from constant restapling or retaping to a new card. It will be noted that the Pittsburgh Office alone has 385 Security Index subjects and receives approximately 10-15 new and corrected Security Index cards a week on which, under the present procedure, the complete description must be typed and photograph stapled and it is believed that the above-suggested procedure would save considerable clerical time. The above will also insure uniformity in all offices and uniformity in description in the transfer of Security Index cards to new offices of origin.

It is also suggested, as an alternative, that the proper headings as taken from Form FD-186 be printed on the reverse side of the Security Index card by the Bureau. When the Security Index cards are then received in the Field Office it would only be necessary to fill in the descriptive data, thereby resulting in a saving of about half of the time required to type the headings and the description on the card.

If neither of the above suggestions is approved the Bureau is requested to authorize the Pittsburgh Office to prepare its own form in line with the suggestion above, i.e., stencil the descriptive headings from FD-186 on to the back of 5x8 cards which will be stapled to the back of the SI card.

tbw

ENCLOSURE

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Director DATE: 9/26/52

FROM : Supervisor

SUBJECT: SECURITY INDEX PROCEDURES

The following is a recommendation for a temporary change in certain security index procedures designed to effect economies in the operation of the security index during the present emergency.

As a result of the semi-annual verification of employment and residence data in security index cases, this office is submitting to the Bureau in excess of 250 changes in currently existing SI cards monthly. At the present time the Bureau, upon receipt of such notification, prepares new SI cards which are returned to this office and here substituted for the present cards. In the event of typographical or other error discovered upon receipt of the changed cards, it becomes necessary to submit FD 122 again to the Bureau, which thereupon prepares an additional set of new cards.

As a temporary measure only, it being noted that in the main the system presently in use is operating smoothly, it is suggested that the Bureau consider permitting the field to make corrections, such as changes of residence and/or employment, directly upon the currently existing SI cards, simultaneously notifying the Bureau by FD 122 of these changes. Adoption of this procedure during the current emergency would eliminate the following steps:

1. Pulling and serializing the returned copy of FD 122 sent to the field by the Bureau with the newly prepared SI cards

2. Duplicate handling of the former SI card upon which card the new changes are, under the present system, noted immediately upon discovery

3. Duplicate review of clerical procedure by supervisory personnel to insure the correctness of the new card

4. Retyping of the physical description on the reverse of the 2 new cards and re-affixing of the photograph thereto

5. Mailing expense and clerical handling of mail involved in forwarding changed cards from the Bureau to the field.

UNRECORDED
10-1-52

Director, FBI

10-1-52

SAC, Buffalo

SECURITY INDEX — General
BUFFALO DIVISION

"CONFIDENTIAL"

The Detcom and Comsab control files which contain a list of subjects tabbed alphabetically as such under the Detcom Program, appears to duplicate data set forth on the SI Cards being prepared by the Bureau at present using IBM procedure.

Inasmuch as the Detcom subjects and Comsab subjects can be readily ascertained from the current SI Cards, Bureau authority is requested to discontinue the control files.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: October 3, 1952

TO :

FROM :

SUBJECT: SECURITY INDEX PROCEDURES
SUGGESTION #445-52

PURPOSE:

To recommend against the adoption of the suggestion of Field Supervisor for temporarily handling the procedure of making changes on Security Index cards as an economy measure.

BACKGROUND:

At the present time we use International Business Machine equipment for preparing Security Index cards when subjects are added to the Security Index and when changes are to be made in the existing Security Index cards. When changes are to be made in data appearing on existing cards the Field submits FD-122 which contains the recommended changes. Temporary notations of the changes are made on the old Security Index cards pending receipt of new corrected cards from the Bureau. Upon receipt of the FD-122 at the Bureau new cards are prepared by the Statistical Section from the FD-122. These cards are checked for accuracy in the Internal Security Section before two copies are transmitted to the Field with a copy of the FD-122. Upon receipt in the Field the information appearing on the reverse side of the old Security Index card is transferred to one of the new cards which is appropriately filed in the Geographical Section of the office Security Index. The other new card is filed in the alphabetical section. The old cards are destroyed. The copy of the FD-122 returned by the Bureau is then placed in the subject's field office case file.

Previously, changes of information appearing on existing Security Index cards were handled manually both in the Field and at the Seat of Government. At that time when a change was to be made in the content of an existing Security Index card the office would mark through the old information and write in the new. This procedure left a high possibility of errors.

The current procedure of making all such changes on the International Business Machine equipment was adopted

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because of the complex nature of the Security Index and the absolute necessity of reducing to a minimum all errors resulting from the manual operations previously used. The current procedure has greatly reduced such errors by unifying the content of the Security Index cards in the Field and at the Seat of Government. It provides Security Index records which are clear and are not subject to possible confusion due to the many handwritten or typewritten changes and strike-outs.

Field Supervisor [redacted] recommends as an economy measure that the Field be permitted to make changes such as residence and employment manually on the currently existing Security Index cards in the Field thus by-passing the current procedure of having new cards printed at the Bureau and forwarded to the Field. Under the suggested procedure the Field would notify the Bureau of any changes by FD-122. These changes would then be made on the cards at the Bureau. This is the same procedure previously in existence insofar as the operation of the Security Index in the Field is concerned and such procedure was found to be unsatisfactory.

This same question arose during the inspection of the Domestic Intelligence Division in the latter part of 1950. A survey was conducted of offices at that time having the most Security Index cards. As a result it was pointed out that additional clerical time consumed in any one office under the present procedure was nominal and was certainly offset by the necessity and importance of maintaining a Security Index card in all field divisions in a uniform manner. At that time it was estimated that 75 to 80 changes of all types were received daily from all offices. At the present time we are receiving between 50 and 60 changes daily or an average of approximately one from each office per day.

RECOMMENDATION:

It is pointed out that if the suggested procedure were to be adopted the physical condition of the Security Index cards in the various offices would soon deteriorate to where they were before we adopted the International Business Machine system now in use. The present system has unified the content of the Security Index at the Bureau and in all offices. The cards are kept in a neat orderly and readable condition. Such would not be the case if we were to revert to the old procedure.

It is noted that frequently when Forms FD-122 are received at the Bureau errors are noted thereon which are corrected before the new Security Index cards are prepared. If the suggested procedure were adopted it would be necessary

to engage in separate correspondence with the Field to correct such errors thus in part offsetting any economy.

The most important factor is that of accuracy. By checking the Forms FD-122 and the new Security Index cards at the Bureau and again upon their receipt in the Field we are maintaining the highest degree of accuracy it is possible to obtain. Due to clerical errors which naturally arise from manual procedures the Bureau could not be certain that the Security Index at the Bureau coincides with that in the Field.

Under the suggested procedure there would be a very small savings of clerical work in the Field but the amount is negligible and would not result in any actual savings in the cost of operation. The small savings in clerical time are completely offset by the advantages and necessity of keeping the Security Index cards uniform, accurate and legible. The cards must be maintained in that manner due to the importance of the Security Index program so that we can efficiently fulfill our responsibilities at the time of an emergency.

I strongly recommend against the adoption of this suggestion.

1349

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: October 3, 1952

TO :

FROM :

SUBJECT: SECURITY INDEX

PURPOSE:

To advise you of the total cards in the Security Index.

DETAILS:

During the past week 61 new cards were added to the Security Index and 22 cards were cancelled, a net increase of 39 cards.

The Security Index count as of today is 19,372.

UNRECORDED
10-14-52

(A) SECURITY INDEX - PREPARATION OF SUMMARY REPORTS -- By SAC Letter 85, Series 1952, dated September 3, 1952, Section H, captioned as above, you were advised that your office should discontinue the preparation of summary reports on all individuals whose names are in your Security Index. You were instructed to reinstitute the program on January 1, 1953. Summary reports which were then in the process of being prepared were to be completed.

The purpose of the referenced SAC Letter was to permit the Field to concentrate on reducing the backlog of work and delinquencies in the Field and utilize personnel made available for that purpose. With the approximate 50% reduction in applicant work and the releasing of personnel from the preparation of summary reports considerable progress has been made in the field in reducing the delinquency in security work. At the present time there are many offices which are reporting they have Special Agents available for assignment to other Divisions who could well be utilized for the purpose of reinstituting the summary report program in the various Divisions where such work has not as yet been completed.

Inasmuch as it will be imperative that the Bureau prepare summary reports on all Security Index subjects, you are advised that you should immediately reinstitute the preparation of summary reports

UNRECORDED
10-14-52

on Security Index subjects where you find that you have personnel available at this time for that purpose. It is felt that this project should be reinstituted since there are some offices which are now reporting excess personnel and yet they have a considerable backlog of summary reports still to be prepared.

In the event the summary report program has been virtually completed in your office and you still find you have personnel available for transfer to other Divisions, the Bureau should be promptly advised so this personnel can be made available to those Divisions where there is a great deal of security work still pending and the summary report project on Security Index subjects is still in need of completion.

It is to be understood that all offices will be expected to reinstitute the summary report project on Security Index subjects no later than January 1, 1953, and you should be guided accordingly in your efforts at the present time to reduce the delinquency in work load existing in your Division.

It is desired that you give this matter your immediate personal attention and insure that you make the maximum use of the personnel presently utilized in your Division for the purpose indicated. Should you find that your office could utilize additional personnel in order to reinstitute the summary report project the Bureau should be promptly advised.

1350

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: October 17, 1952

FROM :

SUBJECT: SECURITY INDEX

PURPOSE:

To advise you of the total cards in the Security Index.

DETAILS:

During the past week 89 new cards were added to the Security Index and 35 cards were cancelled, a net increase of 54 cards.

The Security Index count as of today is 19,490.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: October 16, 1952

FROM :

SUBJECT: SECURITY INDEX - PREPARATION OF SUMMARY REPORTS
Bureau File

PURPOSE

To obtain approval for the attached SAC Letter clarifying the administrative handling of certain types of cases until the date of reinstitution of the summary report project.

BACKGROUND

SAC Letter No. 85(H), dated September 3, 1952, discontinued the summary report project until January 1, 1953, and SAC Letter No. 106(A), dated October 14, 1952, reinstituted the project in those offices having personnel available. Certain questions have arisen as to the administrative handling of Security Index cases falling in various categories under the summary report project during the interim between now and its reinstitution in all offices.

The attached SAC Letter clarifies these questions. The instructions contained therein are directed toward the elimination of expenditure of Agent time on summary reports in those offices not reinstituting the project at this time and will facilitate the administrative handling of Security Index cases when the project is reinstituted.

This letter provides that the old office of origin will prepare the summary report in a Security Index case at the earliest possible date after origin is changed without regard to the moratorium. These instructions are issued to avoid confusion between offices and delay in preparing the summaries in such cases. The number of such cases will not be so large that these instructions will cause a hardship on any office during the moratorium.

ACTION

If you approve, the attached SAC Letter should be transmitted to the Field.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: October 10, 1952

TO : THE DIRECTOR

FROM :

SUBJECT: SECURITY INDEX

PURPOSE:

To advise you of the total cards in the Security Index.

DETAILS:

The following is a report on the increase in the Security Index since the last count was furnished to you on September 12, 1952.

Week of	New Cards Added	Cards Cancelled	Net Increase
September 13-19	60	25	35
September 20-26	63	15	48
Sept. 27 - Oct. 3	61	22	39
October 4-10	89	25	64
	273	87	186

The Security Index count as of today is 19,436.

For your information, during the preceding four-week period 235 cards were added and 86 cards were cancelled, a net increase during the period of 149 cards.

UNREVISED
10-21-52

(B) SECURITY INDEX - PREPARATION OF SUMMARY REPORTS -- Re SAC Letter No. 85(H), dated September 3, 1952, which discontinued the summary report project and SAC Letter No. 106(A), dated October 14, 1952, reinstituting the project in those offices where personnel is available at this time. The following instructions regarding the handling of Security Index cases involved in the summary report project shall be adhered to between now and January 1, 1953, in those offices not having personnel available to the project between now and that date. Those offices having personnel available to the project at this time shall proceed with the project in accordance with instructions in existence prior to SAC Letter No. 85(H).

At the time that the regularly scheduled semiannual or quarterly reports are due in Key Facility, Key Figure, and Top Functionary cases, investigative reports are to be submitted by those offices not now submitting summary reports. Summary reports are not to be submitted in these cases until the project is reinstituted in those offices. Thereafter, the schedule of each office'

UNRECORDED
10-21-52

for preparing summary reports in such cases shall be adhered to.

In a Security Index case where the office of origin is transferred in which the initial summary report has not yet been prepared, the old office of origin will prepare the summary report at the earliest possible date without regard to the moratorium which has been placed on the summary report project. Any such summaries now being held in abeyance by any office shall be prepared and submitted at this time.

Between now and the date of reinstitution of the summary report project in your office it will not be necessary to submit a summary report when recommending a subject for inclusion in the Security Index in those instances where previous investigative reports have been submitted. An investigative report will be sufficient to place the subject in the Security Index. If the report submitted is the initial report in the case, a pink first page (Form No. 3) will be utilized as in the past. Such a report will include all pertinent information developed in the case to date as would an investigative report. This procedure will not entail the use of additional Agent time during the period between now and the date of reinstitution of the project in your office. As in the past, all such cases shall continue to be set up on administrative ticklers for reopening one year from the date of the last reports to prepare supplemental summaries where warranted.

Instructions regarding the moratorium on the summary report project until January 1, 1953, in no way change the requirements for form, content or documentation of investigative or summary reports which are set forth in Section 87C 7G of the Manual of Instructions.

Any summary reports specifically requested by the Bureau in individual cases should be prepared in accordance with such requests.

Very truly yours,

John Edgar Hoover

Director

10/21/52
SAC LETTER NO. 111
Series 1952

Office Memorandum • UNITED STATES GOVERN. 1353

TO : Director, FBI DATE: 10/1/52

FROM : SAC, New York ( )

SUBJECT: SECURITY INDEX - KEY FACILITIES

General

Re, no number, SAC letter of 3/11/52, SAC letter number 47 dated 5/12/51, remylet of 7/13/51 and remylet of 12/12/51 entitled "Vital Facilities-National Military Establishment, Internal Security - C, Plant Informants."

No number, SAC letter of 3/11/52 entitled "Vital Facilities-National Military Establishment, Internal Security - C, Plant Informants", provides the list of Department of Defense Key Facilities List for 1952, which includes as Item No. 26350, Port Facilities, which reflects the contributing agency and responsible agency as the United States Coast Guard.

In mylet of 7/13/51, it was reflected that the Coast Guard planned, as soon as practicable, to conduct a survey to establish restricted areas in waterfront facilities where the following shipping activities are conducted:

1. Those vital to the Military Defense Assistance Program.
2. Those pertaining to the support of U.S. Military operations.
3. Those pertaining to loading and unloading explosives and other dangerous cargo.

In mylet dated 12/12/51, entitled "Vital Facilities-National Military Establishment, Internal Security - C, Plant Informants", there is set forth a list of piers, companies and their addresses, provided on 6/1/51 by the U.S. Coast Guard as restricted areas only on the occasions that the shipping activities fall into one of the above mentioned three categories.

On 3/13/52, , U.S. Coast Guard, advised that the Coast Guard conducted the aforementioned survey among the steamship companies, and that only the following piers are being restricted at this time:

Piers 59, 60, 61 - U.S.Lines
Piers, 37, 38 - Flomarcy Co., Inc.

He stated that as additional piers are placed in the restricted category, the U.S. Coast Guard would advise this office.

Letter to the Director, FBI
NY

In view of the now limited number of restricted areas listed by the Coast Guard, numerous waterfront employees in the Security Index can possibly be considered as no longer employed in a Key Facility.

In view of the provision of SAC letter No. 47 requiring a report every six months as well as a check to ascertain if the particular subject has access to classified or restricted material in connection with his employment, the advice of the Bureau is solicited in order to resolve if only those Security Index subjects employed in the now restricted areas of the Port Facilities, as listed by the Coast Guard, are to be considered as employed in a key facility.

SAC, New York

October 27, 1952

Director, FBI

SECURITY INDEX - KEY FACILITIES

Reurlet dated October 1, 1952, wherein you requested the Bureau's advice as to whether only those Security Index subjects employed in restricted areas of Port Facilities in New York, as listed by the Coast Guard, are to be considered as employed in Key Facilities. You point out that the Coast Guard has listed only 5 piers in the New York area as being restricted.

The 1952 Department of Defense Key Facilities List includes the entire Port Facilities of New York and designates such Key Facilities as a strategic port. This list makes no restrictions as to any portion of these Facilities being excluded. So long as these Port Facilities are so listed as Key Facilities by the Department of Defense, it is our responsibility to designate the cases of any Security Index subjects employed in or having access to such Facilities in the normal course of their employment as Key Facilities cases.

In your letter you state that your office has numerous water-front employees included in the Security Index. According to Bureau records, you have only 26 Security Index subjects whose cards are coded CG-32, indicating that they are considered as being employed in a Key Facility for which the Coast Guard has responsibility.

You should check your Security Index to be certain that all subjects included therein who are employed in or who have access to Port Facilities in New York City in the normal course of their employment are considered as being employed in a Key Facility. The Security Index cards of any subjects falling in this category should be properly tabbed as Comsab and Detcom and should reflect the subject's employment in a Key Facility. You should submit Form FD-128 to the Bureau in those cases where the subjects are not properly classified.

1354

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: 10/24/52

FROM :

SUBJECT: SECURITY INDEX CARD STATISTICS

There is attached hereto a table showing by Field Office the total number of Security Index cards in our files. This table indicates the nationalistic tendency, the dangerourness classification, sex, race, citizenship status, and others on one of the "special lists."

These statistics are based on Statistical Section Records as of October 15, 1952.

Attachment

1354

SECURITY INDEX CARD STATISTICS - BY FIELD OFFICE
BASED ON STATISTICAL SECTION RECORDS AS OF OCTOBER 15, 1952

FIELD OFFICE	TOTAL	NATIONALISTIC TENDENCY OR ORGANIZATIONAL AFFILIATION																		SEX		CI
		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	MCS	CO	CS	KF	TF	MALE	FEMALE	[illegible]
	19,482	18,295	3	138	313	23	1	40	0	634	18	9	0	1	7	8,176	9,707	1,279	51	13,353	6,129	149
ALBANY	[illegible]	[illegible]								[illegible]						[illegible]	[illegible]	[illegible]		[illegible]	[illegible]	[illegible]
ALBUQUERQUE	275	273								[illegible]						21	18	6		32	17	4
ANCHORAGE	44	44														10	8			27	2	2
ATLANTA	29	27		1												6	6			8	5	1
BALTIMORE	13	13								5						208	117	48	2	221	129	26
BIRMINGHAM	350	346		3												8	4	4		7	3	1
BOSTON	10	10														196	[illegible]	23	3	327	145	36
BUFFALO	472	451				2				[illegible]						130	[illegible]	30	1	185	82	21
BUTTE	261	223	1	2				4		[illegible]						40	28	13		56	20	3
CHARLOTTE	76	76														30	23	4		34	10	5
CHICAGO	53	53																				
CINCINNATI	[illegible]	488		15	8	12		1		35	7				1	522	445	137	7	786	270	69
CLEVELAND	184	[illegible]								[illegible]						[illegible]	[illegible]	26		130	50	14
DALLAS	591	545	1	10			1			31	2				1	326	233	49	3	413	178	44
DENVER	57	57														24	17	5		34	13	4
DETROIT	173	172						1								83	67	19		126	49	14
EL PASO	1257	1177		15		2				50	2				2	648	446	52	4	925	332	85
HONOLULU	[illegible]	[illegible]														6	[illegible]	[illegible]		8	5	1
HOUSTON	92	88														43	[illegible]	28		71	21	7
INDIANAPOLIS	22	22								1	1					32	28	14		53	10	6
KANSAS CITY	248	246				4										121	104	17	1	180	67	17
KNOXVILLE	41	40		1												10	14	3		31	10	3
LITTLE ROCK	9	9														4	2			6	3	
LOS ANGELES	20	22														12	5	1		16	5	1
LOUISVILLE	2977	2934		21						100	2					1286	612	71	1	1513	1164	222
MEMPHIS	27	27														15	9	3		20	7	
MIAMI	12	12														5	4	2		8	4	1
MILWAUKEE	98	96								23						46	33	5		67	31	4
MINNEAPOLIS	298	295								32						131	117	11	2	215	83	23
MOBILE	482	473	1													170	155	20	1	334	154	41
NEWARK	5	5														4				4	1	
NEW HAVEN	627	617		3	2					14						240	136	93		456	171	41
NEW ORLEANS	481	475						1		5						177	151	35	1	310	171	31
NEW YORK	70	68														33	[illegible]	5		56	20	
NORFOLK	3513	3374	1	20	34			14		63	4		1	2		882	621	172	15	2508	1005	25
OKLAHOMA CITY	20	20														7	5	3		18	2	
OMAHA	51	50						1								27	15	7		39	12	
PHILADELPHIA	37	37														16	13	4		30	7	
PHOENIX	900	843	12					2		41						383	332	58	3	607	293	7
PITTSBURGH	90	89			1											31	14	5		50	31	
PORTLAND	343	350	3							21						181	136	36	1	303	90	2
RICHMOND	194	192	2													67	52	18	1	141	53	1
SAINT LOUIS	23	22												1		11	12	4		16	7	
SALT LAKE CITY	145	137	2							6						46	58	37		137	58	1
SAN ANTONIO	79	79														41	29	13		50	29	
SAN DIEGO	23	23														14	7	4		12	11	
SAN FRANCISCO	120	120														50	25	7		74	46	
SAN JUAN	1083	1028	16					2		56		9				1046	701	84	2	1234	748	16
SAVANNAH	383	308		[illegible]												177	47	14		350	33	3
SEATTLE	4	4														1				3	1	
SPRINGFIELD	638	605	9							24						278	212	28	2	416	222	5
WASHINGTON	102	100										2				30	21	6		78	24	
	246	236		[illegible]				5								107	74	11	1	147	99	

ENCL

SECURITY INDEX CARD STATISTICS - BY FIELD OFFICE
BASED ON STATISTICAL SECTION RECORDS AS OF OCTOBER 15, 1952

IAL AFFILIATION									SEX		CITIZENSHIP STATUS				RACE			SPECIAL					
CUG	TRP	TLP	HUN	MIS	DC	CS	KF	TF	MALE	FEMALE	NB	NA	AL	UN	WHITE	NEGRO	OTHER	AEP	ESP	FGE	GOV	UNE	YOR
18	9	0	1	7	8,176	5,707	1,279	51	13,353	6,129	14911	3905	516	150	17,312	1,930	240	1	[redacted]	45	42	26	18
					135	88	41		180	95	210	49	7	6	247	26	[illegible]		[redacted]				
					21	15	6		32	17	45	2	2		47	1			[redacted]				
					10	8			27	2	24	5			24	5			[redacted]				
					5	5			8	5	12	1			12	1			[redacted]		2		
					208	117	48	2	221	129	262	80	8		309	41			[redacted]				
																			[redacted]				
					8	4	4		7	3	10				9	1			[redacted]				
					196	126	23	3	327	145	364	97	9		446	26			[redacted]		3		
					139	76	30	1	185	82	217	36	10	4	221	46			[redacted]				
					40	28	13		56	20	70	5	1		76				[redacted]				
					30	23	4		34	19	52			1	40	13			[redacted]				
																			[redacted]				
					522	445	137	7	786	279	697	319	45	4	891	166	8		[redacted]	1	4		7
7				1	84	42	25		130	59	147	35	2	4	151	38			[redacted]		1		
					326	233	48	3	413	178	440	140	10	1	525	66			[redacted]				2
2				1	24	17	5		34	13	41	4	2		42	5			[redacted]				
					82	61	18		124	49	147	15	7	4	157	13	3		[redacted]				
																			[redacted]				
					648	446	52	4	925	332	852	352	48	5	1045	208	4		[redacted]	1			2
2				2	6	5	1		9	5	11	2	1		14				[redacted]				
					43	7	28		71	21	78	6	7	1	30	1	61		[redacted]				
					37	26	13		53	19	64	7	1		57	15			[redacted]				
					121	104	17	1	180	62	174	57	9	2	206	36			[redacted]				1
1																			[redacted]				
					19	14	3		31	10	39	2			39	2			[redacted]				
					4	3			6	3	7	2			9			1	[redacted]				
					12	3	1		15	5	19	1			11	9			[redacted]				
					1088	812	71	1	1813	1164	2228	660	63	26	2759	190	28		[redacted]		5		2
2					16	9	3		20	7	25	1	1		25	2			[redacted]				
																			[redacted]				
					5	4	2		8	4	12				8	4			[redacted]				
					49	33	5		67	31	61	35	1	1	94	4			[redacted]				
					131	117	11	2	215	83	232	60	5	1	279	15	[illegible]		[redacted]				
					170	155	26	1	334	154	413	64	10	1	469	18	[illegible]		[redacted]				
					3	1			4	1	5					5			[redacted]				
																			[redacted]				
					240	136	93		456	171	484	126	9	8	564	61	2		[redacted]		1		
					177	151	35	1	310	171	325	148	5	3	435	46			[redacted]		1		
					33	19	8		50	20	61	5	2	2	48	21	[illegible]		[redacted]		1		
					994	621	179	15	2508	1005	2573	772	132	36	3221	239	58		[redacted]	23	7	24	4
4		1		2	7	5	3		18	2	14	6			16	4			[redacted]				
																			[redacted]				
					27	15	7		39	12	51				41	10			[redacted]				
					16	12	4		30	7	34	1	2		33	4			[redacted]				
					383	332	58	3	607	293	700	188	8	4	801	98	1		[redacted]		1		
					31	14	5		59	31	63	22	2	3	82	8			[redacted]				
					161	136	36	1	303	90	284	95	12	2	332	61			[redacted]		2		
																			[redacted]				
					67	52	18	1	141	53	164	21	4	5	190	4			[redacted]		2		
				1	11	10	4		16	7	20	1	2		21	2			[redacted]				
					89	50	27		137	58	158	34	2	1	151	44			[redacted]				
					41	29	13		50	29	75	3		1	70	8	1		[redacted]				
					14	7	4		12	11	21		2		22	1			[redacted]				
																			[redacted]				
					59	25	7		74	46	94	20	5	1	111	6	3		[redacted]				
					1046	701	84	2	1234	748	1617	300	53	12	1715	224	43		[redacted]		9		
					173	47	14		350	33	378	2	3		335	38	10		[redacted]		1		
9					1				3	1	4				2	2			[redacted]				
					278	213	28	2	416	222	566	53	16	3	586	45	7		[redacted]		1		
																			[redacted]				
					39	31	6		78	24	83	18	1		86	16			[redacted]				
					107	74	11	1	147	99	184	52	7	3	208	37	1		[redacted]	20	3	2	

Enc 2

KEY

FIELD OFFICE

The first four letters of the field office are used in all cases except St. Louis, which is coded STLO.

NATIONALISTIC TENDENCY OR ORGANIZATIONAL AFFILIATION

COM	Communist Party, USA
BUL	Bulgarian
ISL	Independent Socialist League
NPR	Nationalist Party of Puerto Rico
PPA	Proletarian Party of America
RWL	Revolutionary Workers League
RUS	Russian
POL	Polish
SWP	Socialist Workers Party
YUG	Yugoslavian
UPR	Union of the people for the establishment of the Republic of Puerto Rico
ULP	United Labor Party
HUN	Hungarian
MIS	Miscellaneous(any Nationalistic Tendency or Organizational Affiliation not listed)

DANGEROUSNESS CLASSIFICATION

DC	Priority Detention in the event of an Emergency (DetCom)
CS	Potential Communist Saboteurs (ComSab)
KF	Key Figures
TF	Top Functionary

CITIZENSHIP STATUS

NB	Native Born
NA	Naturalized
AL	Alien
UN	Unknown

SPECIAL SECTION

AEP	Atomic Energy Program employees
ESP	Espionage subjects
FGE	Foreign Government employees
GOV	United States Government employees
PRO	Prominent Person
UNE	United Nations employee
YUG	Pro-Tito

Enc 3

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: October 14, 1952

FROM : ER

SUBJECT: DELINQUENCY IN SECURITY INVESTIGATIONS

PURPOSE:

To advise you of the progress which has been made in reducing the delinquency and backlog of work in the security field.

DETAILS:

As you know, since December 1951 we have been closely following on a monthly basis the twelve field offices having a large proportion of our pending security work and since March 1952 all offices. We have written letters to the twelve offices each month and to other offices where progress in reducing the backlog of work and delinquency has not been satisfactory.

The following statistics reflect the status of pending work and delinquency for all field divisions on the first of the year and the progress for the last four months:

TOTAL PENDING MATTERS
CLASSIFICATIONS 65, 100 and 105
ALL FIELD DIVISIONS

Classification	12-31-51	6-30-52	7-31-52	8-31-52	9-30-52
65	1,314	1,316	1,211	1,133	1,117
100	32,812	30,152	28,304	27,406	26,151
105	2,895	2,659	2,522	2,346	2,167
Total	37,021	34,127	32,037	30,915	29,435

TOTAL DELINQUENT MATTERS
CLASSIFICATIONS 65,100 and 105
ALL FIELD DIVISIONS

Classification	12-31-51	6-30-52	7-31-52	8-31-52	9-30-52
65	525	471	415	404	286
100	22,518	18,641	17,112	16,432	13,767
105	1,719	1,424	1,287	1,180	853
Total	24,762	20,536	18,814	18,016	14,906

LGD:mjt

5

You will note that the field during September 1952 reduced the pending work by 1,480 matters and the delinquency by 3,110 matters. From an over-all standpoint there has been a general reduction in both items since the first of the year. A very high percentage of the pending work and delinquency is in classification 100 matters.

Status of Security Work in Twelve of the Larger Offices

The following statistics reflect the progress of the twelve larger offices we have been closely following since December 1951. These offices have approximately 77% of the total Security Index cards and a high percentage of the pending work and delinquency in classifications 65, 100 and 105. Prior to the discontinuance of the preparation of summary reports in Security Index cases by SAC Letter Number 85, dated September 3, 1952, these offices were faced with a big task because of the large number of Security Index cases which reflected on their inability to drastically reduce the number of pending matters and at the same time increased delinquency.

STATISTICS FOR TWELVE OFFICES
SECURITY INDEX COUNT AND FOR
65, 100 and 105 MATTERS

Office	Security Index Cards 9-15-52	Pending Active Matters 12-31-51	Pending Active Matters 9-30-52	Percentage Delinquent 8-31-52	Percentage Delinquent 9-30-52
New York	3,493	7,685	8,411	87%	84%
Los Angeles	2,870	3,672	2,277	65%	46%
San Francisco	1,955	1,794	1,510	36%	17%
Detroit	1,245	1,353	1,191	74%	77%
Chicago	1,064	2,195	1,540	73%	68%
Philadelphia	900	1,779	1,115	46%	53%
Seattle	641	414	317	62%	56%
Newark	629	1,187	1,015	54%	38%
Cleveland	571	1,116	635	50%	31%
Minneapolis	489	713	761	86%	80%
New Haven	476	434	321	49%	38%
Boston	473	828	685	61%	54%
Total	14,806	23,170	19,778		

You will note that the New York Office has a high percentage of the pending active matters and delinquency in the twelve offices listed and has been unable to reduce the backlog of work. On September 30, 1952, the New York Office reported 8,411 pending active matters in classifications 65, 100 and 105, of which 7,065 were delinquent. Minneapolis likewise has made no headway in this matter.

The over-all statistics for the eleven offices other than the New York Office since March 31, 1952, are as follows:

Date	Pending Active Matters (65-100-105)	Delinquent Matters (65-100-105)	Percentage Delinquent (65-100-105)
3-31-52	15,144	10,347	68.3%
4-30-52	14,978	9,628	64.3%
5-31-52	14,246	9,008	63.2%
6-30-52	14,157	9,103	64.3%
7-31-52	13,117	7,965	60.7%
8-31-52	12,611	7,589	60.2%
9-30-52	11,367	5,732	50.4%

During September eleven of the twelve offices reduced the number of pending active matters in the three classifications and ten reduced the delinquency in the total matters in those classifications.

Status of Security Work in the Remaining Forty Offices

The remaining forty offices are listed according to the percentage of delinquency on September 30, 1952, in total matters in classifications 65, 100 and 105. These statistics reflect the progress during September 1952. It should be noted that many of the smaller offices have no pending matters in classifications 65 and 105 and their entire pending backlog is in classification 100 matters.

Office	Pending Active Matters 8-31-52	Pending Active Matters 9-30-52	Percentage Delinquent 8-31-52	Percentage Delinquent 9-30-52
Indianapolis	344	306	59%	59%
Cincinnati	357	335	34%	49%
Miami	180	143	45%	48%
Milwaukee	375	253	63%	45%
St. Louis	278	323	46%	43%
Savannah	53	48	47%	42%
Portland	112	110	26%	41%
Washington Field	897	852	44%	39%
Phoenix	110	92	45%	38%
San Juan	477	334	74%	37%
Butte	83	97	12%	37%
Anchorage	43	30	33%	37%
Louisville	61	77	28%	36%
Baltimore	457	489	44%	36%
Albany	249	266	49%	36%
Dallas	57	47	25%	34%
Springfield	134	116	37%	34%
Buffalo	327	267	41%	33%
Houston	93	72	39%	31%
Omaha	102	90	50%	31%
San Antonio	94	93	46%	30%
Pittsburgh	352	339	41%	27%
Charlotte	99	90	45%	27%
Denver	189	189	39%	26%
El Paso	56	43	21%	26%
Richmond	89	64	45%	25%
New Orleans	150	123	29%	22%
Albuquerque	60	59	13%	17%
Norfolk	32	32	50%	16%
Oklahoma City	68	56	28%	16%
Salt Lake City	72	85	26%	16%
Kansas City	117	89	36%	12%
Honolulu	146	108	51%	12%
San Diego	306	231	28%	11%
Mobile	78	59	62%	10%
Birmingham	52	49	26%	10%
Atlanta	68	64	28%	5%
Little Rock	40	18	65%	0%
Knoxville	22	17	18%	0%
Memphis	49	43	2%	0%
Total	6,928	6,198		

A very small percentage of the pending active matters in the security field in the forty offices mentioned above remains unassigned. During September, thirty-two offices were able to reduce their pending active work load. The following figures illustrate the progress of the forty offices as a whole since March 31, 1952, as reflected in the administrative reports:

Date	Pending Active Matters (65-100-105)	Delinquent Matters (65-100-105)	Percentage Delinquent
3-31-52	9,421	5,011	53.2%
4-30-52	9,138	4,355	47.7%
5-31-52	8,724	3,990	45.7%
6-30-52	8,417	3,842	45.6%
7-31-52	7,776	3,156	40.6%
8-31-52	6,928	3,054	44.0%
9-30-52	6,198	2,109	34.0%

OBSERVATIONS:

From the above it will be noted that we are definitely making progress toward reduction of the backlog and delinquency in security investigations. During September the eleven larger offices, other than New York, reduced the number of pending active matters in classifications 65, 100 and 105 by 1,244. They were able to reduce their delinquency in these classifications by 9.5%. The forty smaller offices reduced the number of pending active matters in these classifications by 750 and reduced their delinquency by 10%. New York reduced the number of pending active matters in these classifications by 41 and reduced their delinquency by 3%.

After a review of the September administrative reports letters were sent to 56 field divisions instructing them to follow through on the Director's previous instructions to continue to bring their security work into line.

ACTION:

We are continuing to closely follow this matter. You will be furnished with a memorandum regarding the status of security work after the October administrative reports are received and analyzed.

Assistant Attorney General [redacted]
Criminal Division

October 29, 1952

Director, FBI

SECURITY INDEX LIST

There is attached hereto a current list of the names of the individuals maintained in the Security Index. This list is subdivided alphabetically under the field offices of this Bureau covering the residences of the individuals listed.

It is requested that this list be given utmost security.

Attachment

NOTE ON YELLOW ONLY:

Espionage Section of the Special Section not included.

11-3-52 Delivered personally to Mr. Whearty's office at the D.J. Old list & secured Conf. letter to Gov. Rd. [redacted]

RECEIVED ... F B I

RECORDED - 131

EX-102

NOV 7 1952

SECURITY INFORMATION -

1357 changes
34-91

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI DATE: 10/31/52

FROM SAC, New York

SUBJECT: SECURITY INDEX -
PREPARATION OF SUMMARY REPORTS

Remylet 7/1/52.

Following is the status of the project in this office:

Category	Total No. of Cases	No. of Initial Summary Reports Submitted to Date	No. of Summary Reports to be Submitted	Expected Date of Completion
2	90	82	8	3/1/53
4	204	12	192	7/1/53
5	2654	76	2578	Indefinite

It will be noted that in eighteen cases summary reports have also been written, following execution of FD-128. This figure has been deducted from the total number of cases in Category 5.

1353

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: October 31, 1952

TO :

FROM :

SUBJECT: SECURITY INDEX

To advise you of the total cards in the Security Index.

DETAILS:

During the past week 17 new cards were added to the Security Index and 17 cards were cancelled. There was no increase in the Security Index during the past week.

The Security Index count as of today is 19,534.

1359

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: October 24, 1952

FROM :

SUBJECT: SECURITY INDEX

SYNOPSIS:

To advise you of the total cards in the Security Index.

DETAILS:

During the past week 66 new cards were added to the Security Index and 22 cards were cancelled, a net increase of 44 cards.

The Security Index count as of today is 19,534.

1360

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: November 7, 1952

FROM :

SUBJECT: SECURITY INDEX

To advise you of the total cards in the Security Index.

During the past week 48 new cards were added to the Security Index and 5 cards were cancelled, a net increase of 43 cards.

The Security Index count as of today is 19,577.

SAC, Albany

Rochester, N.Y.

[illegible] to [illegible]

[illegible] conducted [illegible] control [illegible] to the Bureau to be done [illegible] to the Bureau and [illegible] maintenance of a control file concerning such [illegible].

It has been brought to the Bureau's attention that some offices are still maintaining control files [illegible] purpose and some offices are continuing to advise the Bureau of the identities of their Rebcon and Comsab subjects. This is to advise that it is not now necessary to maintain such control files or to inform the Bureau by letter of the identities of the Rebcon and Comsab subjects in [illegible] Index. Our present procedure of [illegible] Security Index cards at the time that they are [illegible] utilization of the procedure of tabbing [illegible] Index cards in the field makes it possible to [illegible] identify such subjects.

1363

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: November 21, 1952

TO :

FROM : C

SUBJECT: COMMUNISTS IN KEY FACILITIES; INTERNAL SECURITY - C

On November 19, 1952, in response to an inquiry of , G-2, he was furnished with the total figure on the number of Communists employed in key facilities. The total furnished was 1566, and he was further advised that this represented the number who are employed in the list of key facilities as furnished by the Department of Defense.

RECOMMENDATION:

None. This is for your information.

list

1364

SAC, Omaha

November 24, 1952

Director, FBI

PERSONAL AND CONFIDENTIAL
REGISTERED MAIL
AIR MAIL SPECIAL DELIVERY
RETURN RECEIPT REQUESTED

SECURITY INDEX

ReBulet dated December 29, 1950.

There is enclosed herewith a sealed package containing a new Security Index list of all subjects maintained in the general and Special Sections of the Security Index.

This package should be maintained in your office safe in accordance with instructions in referenced memorandum. This new list replaces the list in your possession. It is your personal responsibility to see that the old list is destroyed by burning.

The Bureau should be advised of your receipt of the attached list and the destruction of the old list.

Enclosure

497418

RECORDED

[redacted]

NOV 26

EX-113

137

NOV 24 12 00 PM 1952

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: November 21, 1952

FROM :

SUBJECT: SECURITY INDEX

To advise you of the total cards in the Security Index.

DETAILS:

During the past week 118 new cards were added to the Security Index and 24 cards were cancelled, a net increase of 94 cards.

The Security Index count as of today is 19,709.

1366

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR DATE: November 14, 195

FROM :

SUBJECT: SECURITY INDEX

PURPOSE:

To advise you of the total cards in the Security Index.

DETAILS:

The following is a report on the increase in the Security Index since the last count was furnished to you on October 10, 1952.

Week of	New Cards Added	Cards Cancelled	Net Increase
October 11-17	89	35	54
October 18-24	66	22	44
October 24--~~Nov. 7~~ OCT. 31	48	5	43
November 8-14	66	28	38
	269	90	179

The Security Index count as of today is 13,615.

For your information, during the preceeding four-week period 273 cards were added and 87 cards were cancelled, a net increase during the period of 186 cards.

STANDARD FORM NO. 64

Office Memorandum · UNITED STATES GOVERNMENT

DATE: November 3, 1952

TO : [redacted]

FROM : [redacted]

SUBJECT: SECURITY INDEX PROGRAM

While talking to Mr. [redacted] of the Department, he advised that the Department is going forward with their program of reviewing our investigative reports and anticipates it will be approximately 2 weeks before any approvals for inclusion on the Security Index are made. He said the Department will check our latest monthly list of Security Index subjects in their review of the cases, in order that they will not be reviewing cases where we may have already canceled the Security Index card.

Foley made available a list of the persons who are working on this Program. Our files are being reviewed concerning these individuals, and you will be further advised in this connection.

ACTION:

For your information.

Sincerely yours,

[redacted]

11-14-52 Memo Belmont to [redacted] TLC

1356

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: November 3, 1952

TO :

FROM :

SUBJECT: SECURITY INDEX PROGRAM

of the Department has made available the following list of individuals who will be working on the Security Index Program:

The Bureau's files should be reviewed on any of these individuals whose names have not previously been submitted and a memorandum prepared showing the information in our files which would reflect upon the use of these persons on the Program.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: November 14, 1952

TO :

FROM :

SUBJECT: SECURITY INDEX PROGRAM - DEPARTMENT ATTORNEYS REVIEWING CASES

SYNOPSIS:

of the Department furnished the names of 7 attorneys and 2 clerks presently assigned to the project of reviewing Security Index cases. The names of were submitted previously and complete file searches were made. Summaries of information in Bureau files on Attorneys and and Clerks are attached.

PURPOSE:

To summarize information in the Bureau files concerning 2 attorneys and 2 clerks, in addition to those previously reported, working on the reviews of Security Index cases and in clerical assignments in connection with the project in the Criminal Division of the Department.

DETAILS:

of the Criminal Division of the Department of Justice has furnished the names of 7 attorneys and 2 clerks presently assigned to the project of reviewing Security Index cases at the Department. These individuals are

The names of Attorneys , have been furnished to the Bureau previously at which time complete file searches were made. The file searches have been completed on Attorneys and Clerks and and summaries of the results of the searches are attached.

Scope of Search

The General Indices of the Bureau were checked through the double initial for references to the names of Attorneys and and Clerks and .

No information of a disloyal nature was located concerning any of the 4 individuals.

ACTION:

This is for your information. The Internal Security Section will continue to follow the Department concerning the assignment of other attorneys or clerks to the project of reviewing Security Index cases.

UNRECORDED
11-14-52

(L) SECURITY INVESTIGATIONS - SUBMISSION OF FORM FD-122 REQUIRING ADJUSTMENT TO SECURITY INDEX CARDS -- In the future Form FD-122 should be submitted to the Bureau without abstracts.

Very truly yours,

John Edgar Hoover

Director

11/14/52
SAC LETTER NO. 120
Series 1952

1370

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: November 10, 1952

FROM :

SUBJECT: ALIEN INFLUENCE IN COMMUNIST PARTY, USA, THROUGH BIRTH OR FAMILY CONNECTIONS OF MEMBERS OR ASSOCIATES

SYNOPSIS:

_____ in Senator Lehman's office made inquiry on November 4, 1952, regarding the recent article by the Director in the November 5, 1952, issue of the "Pathfinder" magazine on the number of aliens and immigrants who are members of the Communist Party. The Director commented "We should bring the figures used up to date." Data appearing in the Director's article regarding alien influence in the Communist Party through birth or family connections of members was obtained by a special project in the field.

In order to obtain current figures regarding the background of individuals in the Security Index it would be necessary to pick at random at least 3000 Security Index cases and analyze them. The nationality data necessary for such an analysis in most instances will not be available in the Bureau's files. While present field instructions require nationality data to be obtained in the course of usual investigation, the field has been specifically instructed not to conduct investigation solely for the purpose of obtaining such information. It is estimated that 60 days will be required to secure the necessary background data in 3000 Security Index cases to enable us to make a current analysis regarding the nationality background of the subjects in the Security Index. It is recommended that 3000 cases be selected at random and the field be requested to review the files to obtain the nationality data and, where necessary, conduct appropriate investigation. If recommendation approved instructions will be prepared for the field.

BACKGROUND:

The attached memorandum from to dated November 4, 1952, refers to an inquiry from from Senator Lehman's (D) office regarding a recent article by the Director appearing in the November 5, 1952, issue of the "Pathfinde magazine on the number of aliens and immigrants who are members of the Communist Party. Regarding the article, the Director commented "We should bring the figures used up to date."

DETAILS:

The figures appearing in the article referred to above regarding certain racial and lineage data of 5,395 Security Index subjects was compiled as a result of a special project in the field which was in effect from March 12, 1946 to May 12, 1947, in which individual reports were submitted in each such case. At that time the field was requested to furnish the following data to the Bureau on each Security Index subject checked:

1. The subject's race.

2. Date and place of birth.

3. If the subject was born in any country other than Russia:

   (a) Date and place of birth of both of the subject's parents.

   (b) If subject is married:

      (1) Date and place of spouse's birth.

      (2) Date and place of birth of both parents of spouse.

The field was instructed that in the event such data was not available in the files, it should be obtained if it could be obtained elsewhere readily and without extensive investigation.

Instructions to obtain the nationality data and submit separate reports were changed after termination of the project. Under present instructions regarding nationality background, the field has been instructed that no investigation should be

conducted solely to obtain such information but it should be obtained whenever available from sources contacted in the course of the usual investigation and reported in the investigative report. Separate reports are not required.

If we are to bring these figures up to date, it will require the selection of 3000 Security Index cases at random from the 19,577 cases presently in the Index. An appropriate percentage of cases will be selected from each office to insure that a correct cross-section of cases will be among the 3000 cases. Each field office will then be advised of the identity of its cases and instructed to review them to determine whether desired nationality information is contained in the files. If it is not available, the field will be instructed to conduct the necessary investigation to obtain the information. This appears to be the only logical way a proper cross-reference picture regarding the nationality background of the individuals listed in our Security Index can be obtained.

While the nationality data needed to make our analysis may be presently available in some of the case files, it is known that in many instances the field will be required to make additional checks in order to obtain the desired information. The extent of the work entailed cannot be definitely determined but it is believed that by handling this matter on an expedite basis the project can be completed in approximately 60 days.

ACTION:

If you approve, appropriate instructions will be prepared and the necessary action taken to initiate the project.

No. It is too elaborate a project to undertake now.

H.

1370

STANDARD FORM NO. 64

1370

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: November 4, 1952

FROM :

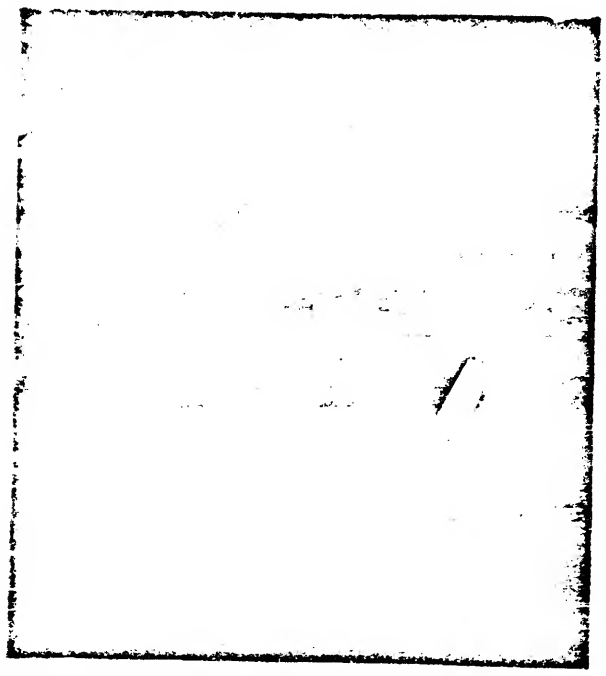
SUBJECT:

At 3:05 p. m. on November 4, 1952, _____ in Senator Lehman's (D-New York) Office called and talked to _____, by reference from the Director's Office. Mr. _____ advised the Senator had asked him to locate a recent article by the Director on the number of aliens or immigrants who are members of the Communist Party. _____ advised he understood the article had appeared recently.

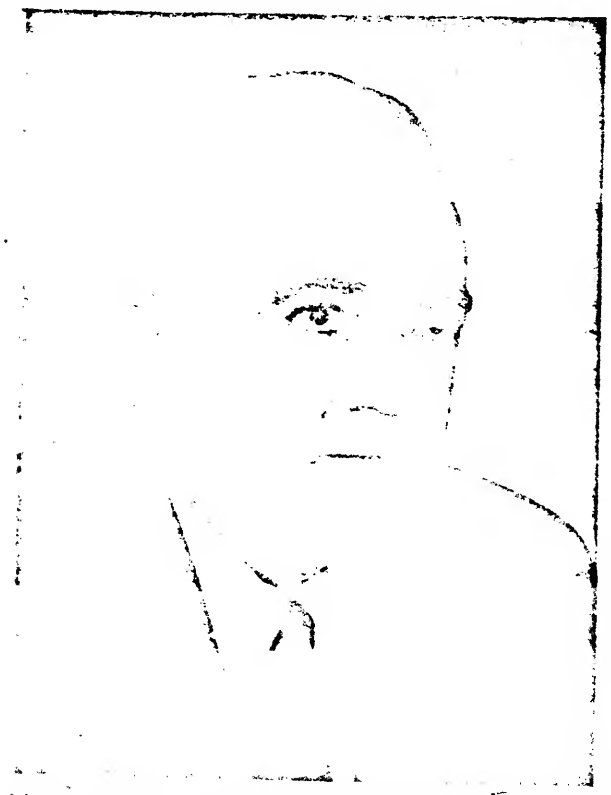
_____ advised _____ to refer to the November, 5, 1952, issue of the Pathfinder Magazine.

Pathfinder

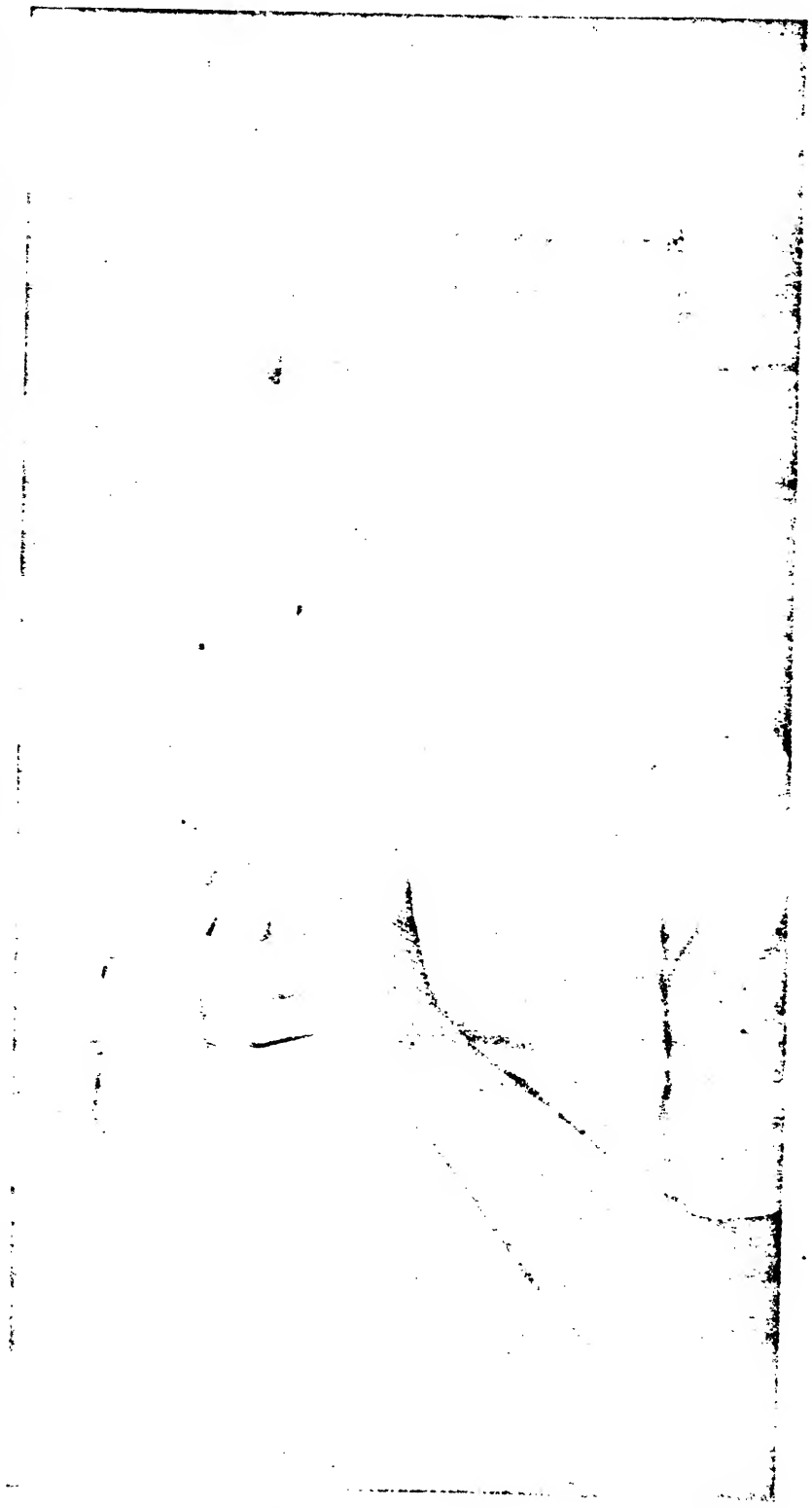
News-Feature Magazine November 5, 1952 10¢



Fire and Inflation Don't Mix

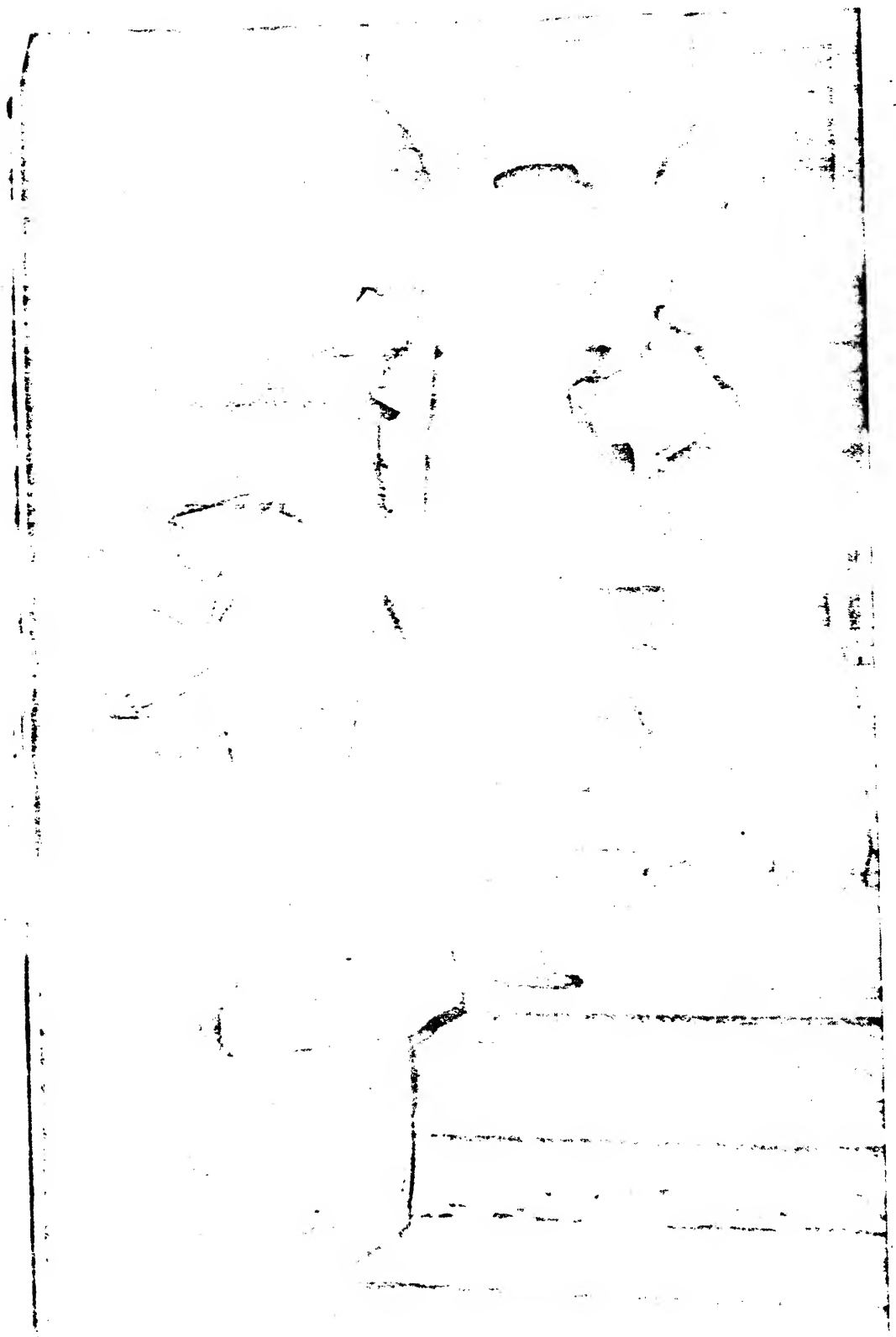


How the FBI Tracks Spies



Too Young to Marry?

Reds and spies



[illegible] IN THE DARK. [illegible] of infrared pictures like this to [illegible] evidence against subjects who don't know they're being photographed.

An interview with

J. EDGAR HOOVE[illegible]

Director of the FBI

THE Cold War, the Korean War, the reported cases of Communist [illegible] ing in this country leave no [illegible] that a Red conspiracy against the U[illegible] exists. PATHFINDER asked J. Edgar H[illegible] ver, Director of the Federal Bureau of [illegible] vestigation, to explain how his organi[illegible] tion is fighting this Com[illegible] Here are his answers to [illegible] questions:

Q. What mechanical devices [illegible] most useful in FBI counteresp[illegible] nage and surveillance today?

A. One which I [illegible] tography. You will recall that the [illegible] Soviet agent with whom Klaus F[illegible] had contact was Harry Gold. Fuchs [illegible] him secrets of atom-bomb construc[illegible] Long before we could [illegible] tact, Gold was under FBI [illegible] After Fuchs was imprisoned in Eng[illegible] we sent overseas the motion pictures [illegible] Gold which we had taken without [illegible] suspect's knowledge. Just how it was [illegible] I cannot reveal. But Fuchs did mak[illegible] positive identification of Gold on [illegible] basis of those motion pictures.

Q. How important is this te[illegible] nique of secretly taken still and [illegible] tion pictures?

A. We take them frequently—without the knowledge of the sub[illegible] They can be taken day or night. [illegible] will recall that in the FBI documen[illegible] film, *Walk East on Beacon*, motion [illegible] tures were taken secretly by a conce[illegible] device. This film was adapted from [illegible] experiences of the FBI.

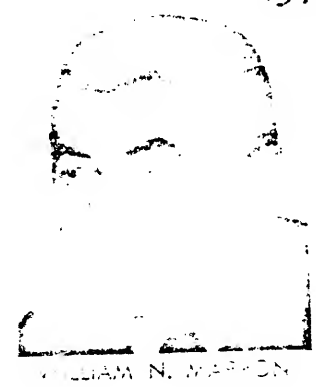
Q. Are infra-red black light [illegible] tures taken by the FBI?

A. I cannot go into techniques [illegible] way of illustration of how and wh[illegible] torial records are accomplished [illegible] take the case of H[illegible] Boston advertising [illegible] der cover for nine years [illegible]

GILBERT GREEN

ROBERT G. THOMPSON

FRED M. FINE



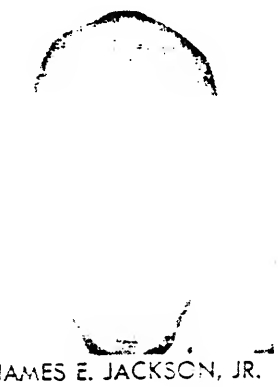
WILLIAM N. MARSON

Do you know these men?

These are seven fugitive Communist leaders. If you know their whereabouts or are sure you have seen any of them, notify the FBI.*

HENRY WINSTON

SIDNEY STEINBERG



JAMES E. JACKSON, JR.

gation of the Communists. A two-story brick building on Hancock Street in Boston was the blind of the West End Communist club and a secret teacher-Communist training school.

Philbrick, posing as a Communist in undercover work, attended classes in this building.

Knowing that some day it might become important to prove that Philbrick entered and left this building in company with Communists, we recorded these comings and goings with hidden cameras.

Q. What are Soviet spies most anxious to get their hands on today?

A. Soviet espionage agents are working tirelessly to amass information on all phases of American life. However, their concentration of efforts is on the latest scientific developments, particularly those in the atomic energy field. Invariably, they have specialists assigned to particular fields such as electronics, aeronautics, and the strength and tactics of our armed forces. Long a target is industrial know-how.

And finally, they are looking constantly for weaknesses in American public and private life which they may exploit for their intelligence and propaganda purposes. Our job is to thwart these efforts.

Q. Have disclosures in the Fuchs and other Communist cases made it necessary for the FBI to adopt new counterespionage methods?

A. No, we have not been obliged to adopt new methods on the basis of these cases. Our methods, as you know, were highly effective in World War II. However, this does not mean we have made no changes. We do adopt new techniques as the needs arise. We always are alert to new methods.

I might also say that scientific people, since the Fuchs case, have been more alert—as are the people of the nation generally to the dangers of our scientific and other secrets vital to our national security falling into hands of those who seek to overthrow our Government.

They are reporting to the FBI and other security agencies things which they would have let pass unnoted. The reason this information is being passed on is that the people have a better understanding of the FBI's purpose.

Q. In counterespionage work today, what is your goal?

A. Protection of the internal security of the United States. By determining the contacts of Soviet spies, we may discover the source which feeds information to a spy ring, and eventually we learn the purpose and objective of their apparatus.

We actually operated secret radio stations for the Nazi espionage [illegible] during World War II, [illegible] payrolls and turned large sums of [illegible] into the United States Treasury, all without their knowledge. This is an example of controlling communications and making certain that only harmless information gets into the wrong hands.

Q. What effect has conviction of Communist leaders had on Communist Party activities?

A. The arrest and conviction of Communist leaders has disrupted the party's work.

It has deprived the party of its leaders, and of anything resembling good organization. It has made the party super-cautious. This program, plus increased public awareness of the means of communism, has forced party leaders underground.

In many cases, key Communists have disappeared from their homes, leaving behind their families. Traveling to distant cities, they have changed their names, mode of life and physical appearances. Some have deliberately gained weight, while others have dieted to lose it. Some, once mustached, are now beardless, while those once clean-shaven wear beards. They have dyed their hair, and even undergone surgery to change their appearance.

Consequently, we must use more manpower to keep track of them. We must determine whether they have gone into hiding, or have been assigned to new duties such as espionage.

Q. Why is communism a menace?

A. The true menace of communism lies in the fact that it is a [illegible] way which holds that man has no [illegible] and is in fact a puppet of the state. It distorts human personality, imprisons the

ENC 7

Office Memorandum • UNITED STATES GOVERNMENT

TO

DATE: November 17, 1952

FROM

SUBJECT: DELINQUENCY IN SECURITY INVESTIGATIONS

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Mohr
Tele. Rm.
Nease
Gandy

PURPOSE:

To submit a summarization of information set out in the attached memorandum regarding the progress which has been made in reducing the delinquency and backlog of work in the security field.

SYNOPSIS:

The October administrative reports from all offices reviewed regarding status of work in classifications 65, 100 and 105. The total pending active matters in those classifications decreased from 25,976 to 25,401 matters and delinquent from 14,906 to 12,909. The percentage of delinquency decreased from 57.4% to 50.8%. Thirty-one offices reduced the total number of pending active matters and thirty-six offices the delinquency in those classifications. Letters were sent to twenty field offices where progress is not considered satisfactory. Failure of the field to show greater reduction in total pending active matters undoubtedly due to instructions to field to assign cases for preparation of summary reports when personnel is available. Letter to all field offices attached requesting each office to advise the Bureau following the preparation of the next administrative report as to the number of pending cases in those classifications which require investigation to determine whether Security Index cards are warranted.

ACTION:

1. If you approve, a letter to all field offices attached in accordance with the detailed recommendations in the attached memorandum.

2. We will continue to follow the field closely in this matter and will review the November administrative reports as soon as they are received.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: November 17, 1952

TO :

FROM : M. ER

SUBJECT: DELINQUENCY IN SECURITY INVESTIGATIONS

Tolson
Ladd
Nichols
Belmont
Clark
Glavin
Harbo
Rosen
Tracy
Mohr
Tele. Rm.
Nease
Gandy

PURPOSE:

To advise you of the progress which has been made in reducing the delinquency and backlog of work in the security field.

DETAILS:

As you know, since December 1951 we have been closely following, on a monthly basis, the twelve field offices having a large proportion of our pending security work and since March 1952 all offices. We have written letters to the twelve offices and to other offices where progress in reducing the backlog of work and delinquency has not been satisfactory.

The following statistics reflect the status of pending work including both pending active and pending inactive matters and delinquency for all field divisions on the first of the year and the progress for the last four months:

TOTAL PENDING MATTERS
CLASSIFICATIONS 65, 100 and 105
ALL FIELD DIVISIONS

Classification	12-31-51	7-31-52	8-31-52	9-30-52	10-31-52
65	1,314	1,211	1,163	1,117	1,128
100	32,812	28,304	27,406	26,151	25,743
105	2,895	2,522	2,346	2,167	2,229
Total	37,021	32,037	30,915	29,435	29,100

TOTAL DELINQUENT MATTERS
CLASSIFICATIONS 65, 100 and 105
ALL FIELD DIVISIONS

Classification	12-31-51	7-31-52	8-31-52	9-30-52	10-31-52
65	525	415	404	286	250
100	22,518	17,112	16,432	13,767	11,884
105	1,719	1,287	1,180	853	775
Total	24,762	18,814	18,016	14,906	12,909

The following statistics reflect the total of pending active matters, delinquency and percentage of delinquency for all offices for the past two months.

CLASSIFICATIONS 65, 100 and 105
ALL FIELD DIVISIONS

Date	Pending Active Matters	Delinquent Matters	Percentage Delinquent
9-30-52	25,976	14,906	57.4
10-31-52	25,401	12,909	50.8

Status of Security Work in Twelve of the Larger Offices

The following statistics reflect the progress of the twelve larger offices we have been closely following since December 1951. These offices have approximately 77% of the total Security Index cards and a high percentage of the pending work and delinquency in classifications 65, 100 and 105.

STATISTICS FOR TWELVE OFFICES
SECURITY INDEX COUNT AND FOR
65, 100 and 105 MATTERS

Office	Security Index Cards 10-15-52	Pending Active Matters 9-30-52	Pending Active Matters 10-31-52	Percentage Delinquent 9-30-52	Percentage Delinquent 10-31-52
New York	3,513	8,411	7,989	84%	84%
Los Angeles	2,977	2,277	2,241	46%	31%
San Francisco	1,9[illegible]	1,[illegible]10	1,[illegible]13	17%	[illegible]%
Detroit	1,257	1,1[illegible]1	1,145	77%	70%

Cont'd

Office	Security Index Cards 10-15-52	Pending Active Matters 9-30-52	Pending Active Matters 10-31-52	Percentage Delinquent 9-30-52	Percentage Delinquent 10-31-52
Chicago	1,065	1,540	1,415	68%	38%
Philadelphia	900	1,115	1,051	53%	43%
Seattle	638	317	291	56%	26%
Newark	627	1,015	1,097	38%	33%
Cleveland	591	635	630	31%	29%
Minneapolis	488	761	709	80%	69%
New Haven	481	321	386	38%	19%
Boston	472	685	703	54%	58%
Total	14,991	19,778	19,275		

The over-all statistics for the eleven offices other than the New York Office since March 31, 1952, are as follows:

Date	Pending Active Matters (65-100-105)	Delinquent Matters (65-100-105)	Percentage Delinquent (65-100-105)
3-31-52	15,144	10,347	68.3%
4-30-52	14,978	9,628	64.3%
5-31-52	14,246	9,008	63.2%
6-30-52	14,157	9,103	64.3%
7-31-52	13,117	7,965	60.7%
8-31-52	12,611	7,589	60.2%
9-30-52	11,367	5,732	50.4%
10-31-52	11,286	4,957	43.9%

During October, eight of the twelve offices reduced the total number of pending active matters in the three classifications and nine reduced the delinquency in the total matters in those classifications.

In regard to the New York Office you will note it has a high percentage of the pending active matters and delinquency in the twelve offices listed. However, during October the New York Office reduced the number of pending active matters in classifications 65, 100 and 105 by 433 matters and those delinquent by 335 matters.

Of interest also is the fact that during October New York reduced the number of pending active unassigned matters from 2,158 to 360 matters. New York's delinquency in the three classifications mentioned above remained at 84%.

Status of Security Work in the Remaining Forty Offices

The remaining forty offices are listed according to the percentage of delinquency on October 31, 1952, in total matters in classifications 65, 100 and 105. These statistics reflect the progress during October 1952. It should be noted that many of the smaller offices have no pending matters in classifications 65 and 105 and their entire pending backlog is in classification 100 matters.

Office	Pending Active Matters		Percentage Delinquent	
	9-30-52	10-31-52	9-30-52	10-31-52
Savannah	48	39	42%	41%
Richmond	64	65	25%	37%
Buffalo	267	249	33%	35%
Anchorage	30	29	37%	34%
Washington Field	852	880	39%	30%
Butte	97	84	37%	30%
Milwaukee	253	234	45%	29%
Charlotte	90	78	27%	28%
Salt Lake City	85	75	16%	27%
Albuquerque	59	58	17%	26%
Albany	266	304	36%	25%
Oklahoma City	56	59	16%	25%
San Juan	334	373	37%	23%
St. Louis	323	397	43%	22%
Louisville	77	72	36%	22%
Pittsburgh	339	322	27%	21%
Omaha	90	113	31%	21%
Baltimore	489	407	36%	20%
San Antonio	93	87	30%	20%
Houston	72	87	31%	18%
Denver	189	191	26%	17%
Dallas	47	63	34%	16%
Portland	110	89	41%	16%
San Diego	231	189	11%	16%
Birmingham	49	54	10%	15%
Little Rock	18	20	0%	15%
Phoenix	92	80	38%	15%
Cincinnati	335	266	49%	14%
El Paso	43	37	28%	14%

Office	Pending Active Matters 9-30-52	Pending Active Matters 10-31-52	Percentage Delinquent 9-30-52	Percentage Delinquent 10-31-52
Norfolk	32	36	16%	14%
Honolulu	108	126	12%	13%
Atlanta	64	75	5%	11%
Indianapolis	306	280	59%	11%
Mobile	59	55	10%	7%
Knoxville	17	16	0%	6%
New Orleans	123	132	22%	5%
Springfield	116	102	34%	5%
Miami	143	115	48%	4%
Kansas City	89	126	12%	3%
Memphis	43	42	0%	0%
Total	6,198	6,126		

Only 35 pending active matters in classifications 65, 100 and 105 in the forty offices mentioned above remain unassigned. During October, twenty-three offices were able to reduce their pending active work load and twenty-seven offices reduced their delinquency. The following figures illustrate the progress of the forty offices as a whole since March 31, 1952, as reflected in the administrative reports:

Date	Pending Active Matters (65-100-105)	Delinquent Matters (65-100-105)	Percentage Delinquent
3-31-52	9,421	5,011	53.2%
4-30-52	9,138	4,355	47.7%
5-31-52	8,724	3,990	45.7%
6-30-52	8,417	3,842	45.6%
7-31-52	7,776	3,156	40.6%
8-31-52	6,928	3,054	44.0%
9-30-52	6,198	2,109	34.0%
10-31-52	6,126	1,279	20.8%

OBSERVATIONS:

From an analysis of the statistics set out above, the following items of significance are noted:

1. The field continued to reduce the total number of delinquent items in classifications 65, 100 and 105. The October administrative reports indicated a reduction in delinquent matters from 14,906 to 12,909 matters or from 57.4% to 50.8%.

2. The field made very little reduction in the total number of pending active matters in classifications 65, 100 and 105. The October administrative reports indicated a net reduction of only 575 pending active matters or from 25,976 to 25,401 matters.

In connection with the net reduction of only 575 pending active matters it should be noted that in SAC Letter Number 106 dated October 14, 1952, the field was advised to immediately reinstitute the preparation of summary reports on Security Index subjects when it was found that a field office had personnel available at this time for that purpose. As a result of that instruction undoubtedly hundreds of cases throughout the field were placed in a pending active status and assigned to the preparation of summary reports. This would be true in certain of the larger offices and in a large portion of the forty offices grouped previously in this memorandum. This increase in cases in that category partially offset the accomplishments of the field in reducing the over-all backlog of work.

The over-all accomplishments during October are best reflected in the reduction in the number of delinquent matters in the field in classifications 65, 100 and 105, namely; from 14,906 to 12,909 matters. As a result of the review of the October administrative reports, letters have been directed to twenty field offices where progress in this matter is not considered satisfactory.

Problem:

As of October 31, 1952, we have 25,401 pending active matters in the field in classifications 65, 100 and 105. This total is made up of all types of matters in those classifications and includes cases opened by auxiliary offices to cover leads as well as the case in the office of origin. It includes cases in which the names of the subjects are already in the Security Index, which have been opened for the preparation of summary reports, for the purpose of interviewing the subject or to conduct investigation to locate the subject and determine a change of address. The figure also includes cases on subjects who are not on the Security Index where investigative action is being taken to develop informants or intelligence information, where the objective in mind is not of adding a name to the Security Index.

From the total of 25,401 pending active matters we presently have no estimates or totals to reflect the actual number of pending cases in the field in which investigation must be conducted to determine whether or not a subject's name should be included in the Security Index.

RECOMMENDATION:

To the end that it will be highly informative and beneficial in evaluating our present position and in formulating future plans to be certain that the names of all persons dangerous or potentially dangerous to the internal security are included in the Security Index as rapidly as possible, it is recommended that the attached letter be sent to all field divisions requesting that at the time the next administrative report is prepared each office determine the number of pending active cases in which the office is office of origin that require investigation to determine whether or not a subject's name should be placed in the Security Index. Inasmuch as there are relatively few unassigned pending active matters in these categories in the field this check can be accomplished without much difficulty.

ACTION:

1. *If you approve, a letter to all field offices is attached in accordance with the above recommendation.*

2. *We will continue to closely follow the field in this matter and will review the November administrative reports as soon as they are received.*

PLC

1373
changed to
2-25

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI ( ) DATE: December 1, 1952

FROM : SAC, ATLANTA

SUBJECT: SECURITY MATTER - C
SURVEY OF PENDING ACTIVE INVESTIGATIONS
CONSISTING SUBJECTS FOR SECURITY INDEX -

Reference is made to Bureau letter dated November 18, 1952 to the Albany Office, carbon copy to Atlanta.

Survey conducted in accordance with referenced letter. At the close of business as of November 30, 1952, there were twenty-five pending cases, Atlanta origin, where investigation is being conducted to determine if the subject should be considered for the security index. Two of these cases are in the classification, the remaining twenty-three being in the classification.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: November 28, 195

FROM :

SUBJECT: SECURITY INDEX

PURPOSE:

To advise you of the total cards in the Security Index.

DETAILS:

During the past week 102 new cards were added to the Security Index and 17 cards were cancelled, a net increase of 85 cards.

The Security Index count as of today is 19,794.

1375

list

Assistant Attorney General Charles B. Murray
Criminal Division

November 24, 1952

Director, FBI

SECURITY INDEX LIST - [redacted]

There is attached hereto a current list of the names of the individuals maintained in the Security Index. This list is subdivided alphabetically under the field offices of this Bureau covering the residences of the individuals listed.

It is requested that this list be given utmost security.

NOTE ON YELLOW ONLY:

Espionage section of the Special Section not included.

Attachment

[redacted]

11/26/52 Delivered personally to Mr. Wheatley of the Dept. (AD List of cover memo received & destroyed PLC

RECORDED - 44
EX - 100

NOV 28 1952

U.S. DEPT. OF JUSTICE
F. B. I.
SEC'D BEFORE

10 DEC 8 1952

1376

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: 11/6/52

FROM :

SUBJECT: THAT WE MAINTAIN BOTH A GEOGRAPHICAL (FIELD OFFICE) AND AN ALPHABETICAL MASTER (IBM WHITE CARD FILE)

At present we maintain one master IBM card file in alphabetical order. This file amounts to approximately 19,000 cards. To prepare a duplicate of this file in order of field would take one man 2 days. To maintain this in a current status it would take no additional employees to the IBM unit under the present working conditions.

Advantages:

1. Eliminate 1½ days machine room work each month.
2. No delay in the current working status while any report is being run.
3. A list prepared and forwarded to Domestic Intelligence Division within 4 hours or less (now 2 days).
4. A statistical report prepared and sent to Domestic Intelligence Division in less than 3 hours.
5. Better suited to prepare small lists and reports in very short periods of time; pin-point possibilities of locating individuals of certain fields.

Disadvantages:

1. Clerical error, that a difference of information in the two master cards may develop.

Steps to eliminate the one disadvantage:

1. A weekly tally sheet keeping a daily count of cancels and new by field- (5 minutes work)
2. An annual or semi-annual sorting of the geographical deck and comparing with the alphabetical deck.

Method: No change to our present system. An additional duplicate of the #1 card will be prepared and used to add to or replace the card in the geographical file. The only additional work after the reproducing and sorting of a duplicate deck will be a filing problem.

ork required to prepare the geographical deck:

1. One complete accurate reproduction of the master file.
2. Compare.
3. Sorting by field. (2 days or less)

1377

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

EMPLOYEE SUGGESTION

Date November 14, 1952

To: ___

From: ___

Field Office or Division Statistical Section, Records & Communications.

SUGGESTION: Statistical Section maintains IBM punch card master Security Index from which 5 x 8 index cards automatically printed for Field Offices and Domestic Intelligence Division. Punch cards also used to prepare lists of subjects and statistical report each month at which time about 19,500 punch cards must be reproduced to obtain working punch cards for running on machines after which working cards are destroyed. It is suggested that a second set of IBM punch cards be maintained and arranged by Field Divisions (geographically). This geographic set of cards can then be used for running of reports and listings, eliminating a machine reproduction of 19,500 cards each month before a report can be prepared.

Its advantages are:
Eliminate 1½ days machine room work each month; no delay in the current working status while any report is being run; a list prepared and forwarded to Domestic Intelligence Division within 4 hours or less (now 2 days); a statistical report prepared and sent to Domestic Intelligence Division in less than 3 hours; better suited to prepare small lists and reports in very short periods of time; pin-point possibilities of locating individuals in certain fields.

It should save at least $ 484.00 annually.

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my, heirs, or assigns upon the United States.

(Signature of Suggestor)

Comments and recommendation of Supervisor, SAC, or Assistant Director:
This procedure as further described on attachments has been placed in operation in the Statistical Section because it is superior to the old method. The savings of $484 annually is a conservative figure.

Suggestion of Mr. [illegible] as set forth on employee suggestion form dated November 14, 1952.

SYNOPSIS OF SUGGESTION

Statistical Section to maintain a duplicate IBM punch card Security Index arranged by Field Divisions to simplify and expedite. The present punch card index will be retained in its alphabetical order by names of subjects. Suggested procedure greatly simplifies handling of 19,500 cards when preparing lists and reports and effects a net savings of employee time plus at least 200,000 punch cards each year.

The suggested procedure also reduces from two days to four hours the time required to furnish the Domestic Intelligence Division or the Department of Justice a list of Security Index subjects. This is a very desirable potential for extreme emergencies. Cash savings, $464.00 per year.

BACKGROUND

The Statistical Section, Records and Communications Division, services the Domestic Intelligence Division and Field Divisions by automatic printing from IBM punch cards the name and alias index cards needed by the operating Divisions. The IBM punch cards also facilitate the preparation of lists of individuals and reports for the Domestic Intelligence Division and the Department of Justice.

The working file of IBM punch cards is kept in alphabetical order by the names of subjects for ease in making changes, additions and deletions requested by the Field Divisions.

To prepare lists and reports from this IBM punch card file, the cards must be run through various IBM machines. To avoid stoppage in the daily flow of work affecting the index while lists or reports are being run on machines a routine punch card reporting procedure is employed. This consists of reproducing automatically by machine a duplicate of the IBM punch card master index. Following this reproduction, the master punch cards are immediately available for processing incoming mail. In the meantime, the machining of the lists and reports is accomplished by using the duplicate index cards. The latter are destroyed after the machine processes are finished.

The index relates to approximately 19,500 individuals and the work involved in reproduction and sorting each month is becoming somewhat burdensome. The reproduced deck of 19,500 cards is destroyed each month.

DETAILS OF SUGGESTION

To eliminate molesting the entire IBM punch card master name index at any reporting period, it is suggested that a duplicate IBM punch card index be established. The duplicate IBM cards are to be arranged by Field Division.

To prepare lists or reports, the duplicate "geographic" cards can be immediately run through a machine for the final product without the necessity of first reproducing and then sorting cards as is now done.

This will permit furnishing the Domestic Intelligence Division or the Department of Justice a list of subjects in 4 hours, rather than the present two days required. Over 200,000 punch cards will be saved annually. This plus savings in employee and machine time results in a $484 annual savings.

STATEMENT OF SAVINGS

Present employee time spent preparing the SIC cards for the monthly reports (10 month basis)	1 grade 4 ($3175 per annum) 15 days Gross Pay		$183.60
Additional employee time necessary to maintain both a Geographical and an Alphabetical file (12 month basis)	1 grade 3 ($2950 per annum) 5 days Gross Pay		56.80
	Savings		$126.80
*Machine rental, 1 reproducer	80 hours	$91.20	
Machine rental, 1 sorter	40 hours	16.00	
	Savings in machine rental		107.20
			$234.00
200,000 IBM cards @ $1.25 per thousand			250.00
	TOTAL SAVINGS		$484.00

* Machine rental on 10 month basis.

RECOMMENDATION

Suggestion adopted and placed in operation because of excellence and savings of [illegible].

NOTE: [illegible] from a technical standpoint is [illegible].

11-19-52

November 19, 1952

SUGGESTION 4582-52
SUGGESTION 4670-52
SECURITY INDEX -
PREPARATION OF SUMMARY REPORTS

Security

SYNOPSIS:

The captioned suggestions recommend that the procedure of preparing annual supplemental summary reports on Key Figures be changed and that: (1) each semiannual report be considered a summary report or (2) that the semi-annual report be an investigative report or summary report when warranted. The Domestic Intelligence Division recommends that in view of the desirability of maintaining Security Index cases in proper condition on a continuing basis our present procedure of requiring annual summary reports in these cases be continued and that this memorandum and attached suggestions be returned to for appropriate replies to the suggesting Agents.

DETAILS:

As you know, we have been engaged in an extensive project of preparing summary reports on all Security Index subjects. This project consists of two broad phases. The first is the preparation of initial summary reports in these cases to bring them into a condition which would enable us to operate under an emergency. By preparing such reports all previously received information and evidence will be included in one initial summary which will enable us to present our cases against the subjects when apprehended. The second phase of the project is that of keeping these cases in proper condition on a continuing basis by requiring supplemental annual summary reports.

Under current instructions it is mandatory that summary reports be submitted annually on Top Functionary and Key Figure subjects; that is, investigative reports are submitted each three months on Top Functionaries and the fourth or annual report is a supplemental summary incorporating pertinent information developed since the previous summary

UNRECORDED
11-19-52

report. In Key Figure cases investigative reports are submitted semiannually. The report submitted one year from the previous summary report is a supplemental summary report. In all other Security Index cases supplemental summary reports are to be submitted annually where warranted. If not warranted, investigative reports are to be submitted at least annually.

The attached suggestions are concerned with the submission of the annual summary reports on Key Figures. Both point out the necessity, under current instructions, for restating information appearing in the semiannual investigative reports in the next annual supplemental summary reports.

Suggestion Number 582-52 recommends that each six-month report on a Key Figure be a summary report to avoid duplicating the work by incorporating information contained in that report into the next or annual summary report.

Suggestion Number 670-52 recommends that the semi-annual reports for Key Figures be either investigative reports or supplemental summary reports when warranted. Both suggestions point out that the procedures recommended would cut down on the work involved in the preparation of supplemental summary reports.

OBSERVATIONS:

It is pointed out that the duplication of reporting applies not only to Key Figure cases but also to Top Functionary cases. It is recognized that the annual supplemental summaries will contain information previously submitted in the semiannual investigative reports on Key Figures and that this involves repetition of previously reported information. However, Key Figure and Top Functionary cases are our most important Security Index subjects. Generally they are more active than other Security Index subjects and we develop a relative abundance of subversive information concerning them. If this information is not periodically reduced to summary reports we will in time find that these cases are again not in proper condition to enable us to readily present their cases at a time of national emergency without becoming involved in the time-consuming procedure of incorporating the detailed information appearing in numerous investigative reports into a current summary report.

UNRECORDED
11-19-52

The suggestion that each six-month report on a Key Figure be considered a summary report would not accomplish the purpose of the annual summary reports inasmuch as these reports would actually be detailed investigative reports. The suggestion that each semi-annual report be an investigative or summary report, as warranted, would likewise not accomplish the desired end inasmuch as there would be a tendency on the part of the field to consider each six-month report as a summary report to avoid preparation of a summary report at a later date.

RECOMMENDATION:

Although the present requirements for submission of annual summary reports in Key Figure cases and Top Functionary cases does necessitate some additional work in preparing such reports, I recommend that we not change these requirements and that the attached suggestions not be adopted in view of the necessity of maintaining these cases in proper condition on a continuing basis.

ACTION:

If you agree, the attached suggestion should be returned to for appropriate advice to the suggesting Agents.

1378
changed to
46-31

Office Memorandum • UNITED STATES GOVERNMENT

TO : [illegible]

DATE: [illegible]

FROM : [illegible]

SUBJECT: SECURITY INVESTIGATIONS -
[illegible] ACTIVE INVESTIGATIONS
CONSIDERING SUBJECTS FOR SECURITY INDEX -

ReBulet to Albany, 11-19-52.

In accordance with instructions contained in reBulet, all pending active Security cases in Classifications as of November 30, 1952, were surveyed for the purpose of determining how many cases still required investigation prior to determining whether the Subject of the case should or should not be recommended for the Security Index. The results were as follows:

(172 Pending Active [illegible] cases - San Diego Origin - were pending November 30, 1952.)

94 Pending Cases require additional investigation prior to bringing the case to a status where a final determination can be made whether or not the Subject should be recommended for the Security Index.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: 11/5/52

FROM : The Executives Conference

SUBJECT:

The Conference unanimously recommends that Security Index Form FD-122 not be recorded at the Bureau. These are forms submitted by the field requesting that the Bureau make a change on a Security Index card such as a change of the spelling of a name, a change of address, or some other adjustment.

Approximately 15,000 such forms are received per year. The conference proposes that immediately after adjustments have been made to the Security Index cards the form be appropriately indexed, serialized, and filed by the Records Section as in the past, however, abstracts should not be prepared.

It was estimated by Inspector that this change will result in savings of approximately $7,500 per year in the Records Section alone.

The Conference is unanimously in favor of this adjustment in the handling of Form FD-122. A copy of the form is attached. If approved, the attached SAC Letter should go forth.

(1-2-61)

Office Memorandum • UNITED STATES GOVERNMENT

1379

TO :

DATE:

FROM :

SUBJECT:

____ It is recommended that a Security Index Card be prepared on the above-captioned individual.

____ The Security Index Card on the captioned individual should be changed as follows: (Specify change only)

NAME _____

ALIASES _____

_____

_____

NATIVE BORN _____ NATURALIZED _____ ALIEN _____

COMMUNIST _____ SOCIALIST WORKERS PARTY _____ INDEPENDENT SOCIALIST LEAGUE _____

MISCELLANEOUS (Specify) _____

TAB FOR DETCOM _____ TAB FOR COMSAB _____ RACE _____ SEX _____

DATE OF BIRTH _____ PLACE OF BIRTH _____

BUSINESS ADDRESS (Show name of employing concern and address) _____

_____

_____

NATURE OF INDUSTRY OR BUSINESS (Specify from Vital Facility List)

_____

RESIDENCE ADDRESS _____

_____

Enc 1

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: [illegible]

TO :

FROM : The Executives Conference

SUBJECT: [illegible]

Present at the Executives Conference [illegible] were. [illegible]

The Conference was advised that as [illegible] the recent inspection of the Records Section [illegible] was made by an employee that Form [illegible] preparation of abstracts. This suggestion [illegible] result in savings estimated at 7,500 a year.

A check of the records reflects [illegible] , Classifying Unit, Records Section, in July 1952, made a suggestion that Form [illegible] prepared and the form not be filed. [illegible] turned down.

The users of the Conference [illegible] since [illegible] suggestion [illegible] not be filed [illegible] that Form [illegible] further action be necessary in connection [illegible] suggestion or as recognition [illegible].

Form [illegible] bureau requesting [illegible] Index Cards [illegible].

The sole [illegible] Conference was to ascertain whether [illegible] given to [illegible] and recognition [illegible] unfavorable. If approved, no further action [illegible].

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: 11/21/52

FROM :

SUBJECT:

SUGGESTION - FILING OF
SECURITY INDEX FORM FD-122

PURPOSE

To set forth facts concerning degree of similarity between suggestion made by , Classifying Unit, Records Section, in July 1952 which was not adopted and suggestion made by the writer during current inspection of Records Section which was adopted. Conclusion reached that suggestion is not the same as the Inspector's suggestion to which she concurs. Further acknowledgement to her not necessary.

BACKGROUND

In a memorandum dated October 27, 1952, from to concerning his views regarding the Inspection Staff's survey to reduce the volume of mail processed through the Records Section mention is made of the fact that in connection with the Inspector's suggestions appropriate consideration should be given to granting an award for superior accomplishment if it is adopted since she had submitted the same suggestion and it had not been approved.

DETAILS

On October 31, 1952 during the inspection of the Records Section a check was made of mail received in that section from the field for the purpose of reducing where possible the tremendous volume of reports and letters processed by the Records Section. This check revealed that 15,000 Security Index Forms (FD-122) are received each year requesting that changes be made on existing Security Index cards. It was determined that these forms were being recorded and filed.

The recommendation was made that in the future this form be submitted to the Bureau without abstracts and filed but not recorded. This action would eliminate the costly procedures of serializing and handling of abstracts in the Records Section and save an estimated $7,500 a year in processing costs alone. The Bureau approved this suggestion.

suggested on July 22, 1952, that the Bureau consider discontinuing the recording and filing of Form FD-122 ( ). idea was to utilize this form for posting to the Security Index after which it would be destroyed.

The Domestic Intelligence Division in considering Mrs. suggestion disapproved it on the basis that "If Forms FD-122 are not recorded and are destroyed the files of Security Index Subjects will in any instance not reflect the present whereabouts of the subjects and other pertinent data obtained through investigation." ( )

In connection with her suggestion, has advised that she had in mind these forms be sent to the Domestic Intelligence Division immediately on receipt at the Bureau and that after they had served their purpose be destroyed and not returned to the Records Section for processing. She was not of the belief that her suggestion was the same as the Inspector's, the only qualification being that both suggestions would ultimately eliminate the recording of this form.

ACTION TO BE TAKEN

None, this is submitted for the record.

1382

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: December 2, 1952

FROM :

SUBJECT: SECURITY INDEX -
PREPARATION OF SUMMARY REPORTS

SYNOPSIS:

The field has submitted 3,133 summary reports in Non-Key Figure and Non-Key Facility Security Index cases. This is 20.8% of such cases in which summary reports are scheduled for preparation. Nine offices having comparatively few Security Index cases have completed the project. Breakdown of status of project in each office attached hereto.

DETAILS:

Each office is required to submit a quarterly status letter in connection with the project of preparing summary reports reflecting the progress made in submission of these reports. These status letters include statistics on all Security Index subjects who are not employed in Key Facilities or are not Key Figures. Summary reports on Key Facility employees were to be submitted at the time that the regularly scheduled six-month reports were due in each case. Summaries on Key Figures are being deferred until after summaries are prepared on all other Security Index subjects.

The following tabulation reflects the status of this project as of the dates indicated. The differences in the figures appearing in the left hand column are due to changes in categories of cases in the Security Index because of deletions of Key Figures or the subjects become no longer associated with Key Facilities.

	No. of Summaries Scheduled in Non-Key Facility and Non-Key Figure Cases	Number of Summaries Submitted	Percentage Completed
April 1, 1952	14,606	1,196	8.2%
July 1, 1952	14,643	2,071	14%
Oct. 1, 1952	15,073	3,133	20.8%

As of April 1, 1952, four offices reported the project as completed. As of July 1, 1952, six offices had completed the project and as of October 1, 1952, nine offices reported completion. These are offices having a comparctively small number of Security Index subjects.

As you know a moratorium was declared on the project until January 1, 1953, by SAC Letter Number 85 (H) dated September 3, 1952, to permit reduction of the backlog and delinquency in security work. This moratorium was partially lifted by SAC Letter Number 106 (A) dated October 14, 1952, which instructed those offices having personnel available to the project to reinstitute it immediately. All offices are to reinstitute the project on January 1, 1953.

Attached for your information is a breakdown of the status of the project in each office as of October 1, 1952.

ACTION:

None. Submitted for your information.

The next quarterly status letters will reflect the status of the project as of January 1, 1953. You will be advised of the status of the project at that time.

1382

STATUS OF

SECURITY INDEX -
SUMMARY REPORT [illegible]

As of October 1, 1952

Security Index cases on other than Key Facility and Key Figure Subjects

Office	Number of Summaries Scheduled for Preparation	Number of Summaries Submitted as of Oct. 1, 1952	Number of Summaries to be Prepared	Percentage Completed
Albany	150	11	[illegible]	[illegible]
Albuquerque	34	34	[illegible]	[illegible]
Anchorage	30	18	12	[illegible]
Atlanta	11	6	5	[illegible]
Baltimore	261	51	[illegible]	[illegible]
Birmingham	10	10	0	100%
Boston	371	57	314	15%
Buffalo	185	34	151	18%
Butte	53	47	6	89%
Charlotte	51	29	22	57%
Chicago	843	174	[illegible]	31%
Cincinnati	131	41	90	31%
Cleveland	438	230	208	53%
Dallas	36	36	0	100%

Encl

1382

Office	Number of Summaries Scheduled for Preparation	Number of Summaries Submitted as of Oct. 1, 1957	Number of Summaries to be Prepared	Percentage
Denver	149	[illegible]	[illegible]	[illegible]
Detroit	782	[illegible]	[illegible]	[illegible]
El Paso	19	16	[illegible]	[illegible]
Honolulu	92	[illegible]	[illegible]	[illegible]
Houston	47	30	17	[illegible]
Indianapolis	78	18	10	[illegible]
Kansas City	85	[illegible]	[illegible]	[illegible]
Knoxville	5	5	[illegible]	[illegible]
Little Rock	18	11	[illegible]	[illegible]
Los Angeles	2,104	240	[illegible]	[illegible]
Louisville	29	15	[illegible]	[illegible]
Memphis	10	8	2	80%
Miami	100	71	29	71%
Milwaukee	293	195	98	67%
Minneapolis	345	[illegible]	257	26%
Mobile	6	6	0	100%
Newark	457	68	389	15%
New Haven	395	100	295	25%
New Orleans	51	37	14	73%
New York	2,948	170	2,778	6%
Norfolk	15	15	0	100%
Oklahoma City	44	44	0	100%
Omaha	36	22	14	61%
Philadelphia	715	52	663	7%
Phoenix	85	55	30	65%
Pittsburgh	184	59	125	32%
Portland	173	115	58	66%
Richmond	18	18	0	100%
Saint Louis	156	0	156	0%
Salt Lake City	40	36	4	90%
San Antonio	14	12	2	86%
San Diego	103	29	74	28%
San Francisco	1,739	291	1,448	17%
San Juan	331	185	146	56%
Savannah	3	2	1	67%
Seattle	560	63	497	11%
Springfield	84	42	42	50%
Washington Field	213	64	149	30%
Total	15,073	3,133	11,940	20.8%

Enc 2

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: December 5, 1952

FROM :

SUBJECT: SECURITY INDEX

PURPOSE:

To advise you of the total cards in the Security Index.

DETAILS:

During the past week 66 new cards were added to the Security Index and 27 cards were cancelled, a net increase of 39 cards.

The Security Index count as of today is 19,833.

1384

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: November 25, 1952

FROM :

SUBJECT: SECURITY INVESTIGATIONS INVOLVING INDIVIDUALS HAVING ACCESS TO ATOMIC ENERGY COMMISSION FACILITIES
ATOMIC ENERGY ACT
SECURITY INDEX PROGRAM

SYNOPSIS:

At this time only one Security Index card is maintained for persons having access to Atomic Energy Commission facilities. A Security Index card for is maintained in the Atomic Energy Program Employee Subdivision of the Special Section of the Security Index. Investigative reports on have been furnished to the Atomic Energy Commission and the Department. Blank memorandum attached setting out subversive derogatory information on . In the past Security Index cards for other individuals having access to Atomic Energy Commission facilities in the course of their employment have been maintained on whom investigative reports have been furnished to the Atomic Energy Commission and the Department. After being brought to the attention of the Atomic Energy Commission these individuals were apparently removed or resigned from their employment which gave them access to the facilities. Two hundred twenty eight Security Risk cards (not to be confused with Security Index cards) currently maintained on individuals granted clearance by the Atomic Energy Commission although subversive derogatory information was developed during Bureau investigations for the Atomic Energy Commission. It is recommended that a list of the names of individuals appearing on the Security Risk cards be furnished to the Atomic Energy Commission for reconsideration of their clearance. Bureau investigative reports have been furnished previously to the Atomic Energy Commission on all of these individuals.

PURPOSE:

To make available to you a blank memorandum setting forth subversive derogatory information on , aka , the only individual presently on the Security Index who has access to Atomic Energy Commission facilities and to advise you regarding the maintenance of Security Risk cards on individuals who have been granted clearance by the Atomic Energy Commission and against whom we have subversive derogatory information.

DETAILS:

In accordance with your instructions to be advised regarding individuals having access to Atomic Energy Commission facilities who are on our Security Index, there is attached a blank memorandum summarizing the subversive derogatory information on , aka , presently employed as Principal Biochemist at the Oak Ridge National Laboratory, Oak Ridge, Tennessee. The Oak Ridge National Laboratory is a research laboratory operated by the Atomic Energy Commission in connection with its program.

The Security Index card for [redacted] is presently maintained in the Atomic Energy Program Employee Subdivision of the Special Section of the Security Index because of his employment and at this time he is the only Security Index subject so employed. [redacted] has been investigated under the characters Atomic Energy Act - Employee and Security Matter - C and copies of investigative reports have been furnished to the Department and to the Atomic Energy Commission.

In the past the Security Index cards for other individuals have been maintained in the Atomic Energy Program Employee Subdivision of the Special Section of the Security Index because of their access during the course of their employment to Atomic Energy Commission facilities. Investigative reports on these individuals have been furnished to the Department and to the Atomic Energy Commission and because these cases were brought to the attention of the Atomic Energy Commission, the individuals have apparently been removed or have resigned from employment which gave them access to Atomic Energy Commission facilities. No record has been maintained of the total number of cases that fall into this category.

Security Risk Cards

In addition to Security Index cards the Bureau also maintains Security Risk cards which are separately maintained solely for informative and administrative purposes in connection with the Atomic Energy Program. They have no connection with the Security Index Program.

In accordance with the provisions of the Atomic Energy Act of 1946, as amended, the Bureau conducts investigations of Atomic Energy Commission applicants for clearance for access to restricted data. The reports reflecting the

results of our investigation are furnished to the Atomic Energy Commission for its determination as to whether clearance is granted. In cases where subversive derogatory information is developed during the Bureau investigation, special attention is given to the case. The pertinent derogatory reports are transmitted to our field office covering the Atomic Energy Commission installation having the security responsibility for the applicant. The field office is requested to place a stop with the local Atomic Energy Commission security office in order to be advised in the event the applicant is granted clearance by the Atomic Energy Commission. In the event the Atomic Energy Commission grants clearance the Bureau is advised and a Security Risk card is prepared and maintained by the Bureau. The field office through its stop placed with the local Atomic Energy Commission security office is instructed to keep the Bureau currently informed of the clearance status of these individuals.

Security Risk cards are maintained by the Bureau as a ready reference to those individuals currently employed on classified work by the Atomic Energy Commission on whom subversive derogatory information was developed during our investigation. It is contemplated that in the event of an emergency the potential dangerousness of these individuals will be brought to the attention of the Atomic Energy Commission. The Security Risk cards are not to be used as a basis for arrests in the event of an emergency. Where the facts are sufficient to warrant the inclusion of an individual on the Security Index as well as on a Security Risk card, a separate Security Index card is prepared. At the present time the name of only one individual is listed both on a Security Risk card and the Security Index. This individual's name is [redacted] referred to above. There are 228 Security Risk cards currently maintained. As was previously noted the Atomic Energy Commission has been furnished reports reflecting the result of our investigations in every case in which a Security Risk card has been prepared.

RECOMMENDATION:

Although Bureau investigative reports on all individuals whose names are maintained on Security Risk cards have been furnished to the Atomic Energy Commission, it is recommended that a list of the names of these individuals be prepared and forwarded to the Atomic Energy Commission for possible reconsideration of their clearance.

ACTION:

(1) There is attached a brief blank memorandum setting forth pertinent subversive derogatory information regarding , inasmuch as complete detailed information has already been submitted to the Atomic Energy Commission by investigative reports.

(2) If you approve, a list of the names maintained on Security Risk cards will be prepared and forwarded to the Atomic Energy Commission.

1384

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director

DATE: November 26, 1952

FROM :

SUBJECT: SECURITY INVESTIGATIONS INVOLVING [illegible] HAVING ACCESS TO ATOMIC ENERGY COMMISSION FACILITIES [illegible] SECURITY INDEX PROGRAM

PURPOSE:

To advise you of the disposition to be made of the attached blank memorandum re , aka, dated November 26, 1952.

DETAILS:

Reference is made to attached memorandum, captioned as above, dated November 25, 1952.

is the only individual presently on the Security Index who has access to Atomic Energy Commission facilities.

You will recall that you requested to be advised of the disposition to be made of the blank memorandum on

The attached blank memorandum re , aka, dated November 26, 1952, will be given to [illegible] of the Atomic Energy Commission on [illegible], December 1, 1952, by the Bureau's Liaison representative with that agency.

The attached list of the names maintained on Security Risk cards will also be given to with the memorandum on .

is presently away from his office and will not return until December 1, 1952.

[illegible]

UNCLASSIFIED
P-21-13

CUBAN AFFAIRS DESK
INTERNAL SECURITY - CIA

By memorandum 1[illegible]-63 you were advised that as of that date there were [illegible] Cuban aliens on the security index (SI). Since that time one Cuban alien has been added to the SI and two aliens delisted as they had departed the U. S. and returned to Cuba. The present total of Cuban aliens on SI is [illegible].

During this same period, the total number of individuals included in the "Cuban" special section of the SI, which section includes both aliens and U. S. citizens, increased from [illegible] to [illegible]. However, the present total of individuals on the regular SI (for pre-Castro) increased from [illegible] to [illegible]. Our security actions are continuing and we field is being closely followed to insure that the interests of security are met. You will be kept advised of progress in this matter.

ACTION:

For information.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: December 2, 1952

TO : The Director

FROM :

SUBJECT: SECURITY INVESTIGATIONS INVOLVING INDIVIDUALS HAVING ACCESS TO ATOMIC ENERGY COMMISSION FACILITIES
ATOMIC ENERGY ACT
SECURITY INDEX PROGRAM

You will recall that on November 25, 1952, you issued instructions that a memorandum be prepared of the list of individuals who had been given clearances by the Atomic Energy Commission but whose names were on the pick-up list of the FBI in the event of war. You also instructed that a short statement be prepared upon the background of each such individual and that the information be given to Commissioner of the Atomic Energy Commission by Liaison.

A blank memorandum was employed in setting forth the background of . He is the only individual included in the Bureau's Security Index who has access to Atomic Energy Commission facilities. This type of memorandum was used inasmuch as it is prepared on the Bureau letterhead and thereby gives credit to the Bureau as the source of the information.

The above mentioned memorandum regarding together with a list of the names maintained on the Security Risk cards were delivered to of the Atomic Energy Commission by Liaison on the morning of December 2, 1952.

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA GEN. REG. NO. 27

5010-106

UNITED STATES GOVERNMENT

Memorandum

TO :

DATE: June 17, 1969

FROM :

SUBJECT: DELINQUENCY IN SECURITY AND RACIAL MATTERS INVESTIGATIONS

An analysis of the field delinquency in internal security, foreign intelligence and racial matters (RM) was conducted for the month of May, 1969.

Pending active matters in combined classifications 65, 100 and 105 increased by 519, as the total increased from 20,417 to 20,936. Delinquent matters increased by 81, as the total increased from 1,133 to 1,214. The percentage of delinquent matters increased from 5.5 per cent to 5.8 per cent.

Pending active matters in the 157 classification increased by 287, as the total increased from 8,472 to 8,759. Delinquent matters increased by 109, as the total increased from 492 to 601. The field-wide delinquency percentage increased from 5.8 per cent to 6.9 per cent.

By memorandum dated March 24, 1969, it was recommended and approved that individual letters not be written to offices having excessive delinquency in security and related cases for a period of six months in view of the moratorium established relating to security investigations. Accordingly, no communications are being directed to offices having excessive delinquency as indicated in the administrative report for the month of May.

There is attached a listing of the offices having a high delinquency indicated by asterisk. We will continue to follow developments in delinquency in these matters.

ACTION

For information.

Enclosure

VNR
6-17-69

Office	65	100	105	Over-all Security	157(RM)
Anchorage	0.0%	0.0%	14.3%*	7.7%	0.0%
Baltimore	5.3%	8.4%	8.0%	8.0%	16.8%*
Cincinnati	0.0%	14.9%	6.8%	12.6%*	5.8%
Cleveland	0.0%	13.1%*	3.3%	8.6%	3.6%
Columbia	0.0%	5.4%	15.4%*	6.1%	12.5%*
Los Angeles	10.7%	11.2%	11.2%	11.2%*	12.7%*
Memphis	0.0%	7.7%	36.4%	11.2%*	10.4%
Milwaukee	0.0%	5.8%	11.9%*	7.1%	2.5%
Newark	0.0%	7.5%	7.9%	7.3%	16.0%
New Haven	8.3%	12.3%	13.6%	12.9%*	10.1%
Omaha	0.0%	4.1%	17.4%*	7.1%	13.7%*
Philadelphia	0.0%	17.5%*	6.7%	9.5%	7.8%
Portland	0.0%	12.9%*	6.1%	9.2%	19.4%*